



Draft Annual Report 2012/2013

This Annual Report is drafted in terms of the Municipal Finance Management Act, 56 of 2003, and the Municipal Systems Act, 32 of 2000.

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Chapter 2: Governance

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COMPONENT A: MAYOR'S FOREWORD

Our main focus from the start of our term in office and also throughout the year under review has been to build Drakenstein to be a centre of excellence. It is clear from this Annual Report that we are firmly on route to achieve this vision.

Local Government in South Africa is presently operating in an overly legislated environment with highly congested reporting schedules. This places enormous pressure on financial and managerial resources. In spite thereof, Drakenstein manages to provide excellent basic services with very limited available financial and other resources.

As we move into 2014, Drakenstein Municipality can boast a host of service delivery milestones. Almost 60 Provincial and National awards and accolades were bestowed on the Municipality since 2011. This bears testimony to the fact that we now are recognised as one of the leading Municipalities in South Africa. There are, unfortunately, also many service delivery challenges still haunting our Municipality and our communities. However, we are facing these challenges boldly and did not succumb to lowering the level of service delivery expected from us. We remained steadfast in ensuring that everybody from the most vulnerable members of our society has, as far as possible, access to the most basic of services. We managed to do that through the manner in which we structured our tariffs and the provision of free basic water and electricity services to the elderly, indigent and underprivileged households.

Living in the information age where time and space have become so integrated that it serves as tools to be employed in empowering our communities, Drakenstein Municipality has made free internet facilities available at various libraries and Thusong Centres across the Municipal Area. In some instances even free printing is available.

Empowering our people and especially the youth with skills and employment opportunities was, and remains, a key focus area. Therefore, a diverse programme of training opportunities was rolled out during the past year to enable unemployed youth to be competitive in the labour market. The compilation of a jobseekers database is nearing completion and various informal trading hubs in Wellington, Mbekweni and Paarl has been approved and should come into operation during 2014.

In spite of historically inherited issues which hamper our progress, we are proud to have obtained an unqualified audit for the third year running whilst also spending 95,3% of our capital budget on the service delivery projects it was earmarked for. We are now geared to move forward to a clean audit.

Our focus on infrastructure upgrade has led to an improvement in the pipeline network, electricity infrastructure and upgrading and maintenance of roads. This will remain a focus point.

We have restructured the organisation and re-aligned the staffing component to ensure the alignment of skills needed with the key focus areas in the Integrated Development Plan (IDP) and appointed a highly qualified senior management team to lead the administration in pursuit of excellence.

Much was done during this year to bring to book illegalities, rates and tax evasions. It was seen as a priority to start creating a culture of financial responsibility and accountability.

Various key policy developments have seen the light one of which is the Integrated House Shop Policy which endeavours to ensure a uniform standard across the Drakenstein for house shops. This will facilitate socio-economic sustainability in a more structured and responsible manner.

Several financial policies were legislated to ensure more effective and sustainable financial management. The Prioritisation Model for Capital Asset Investment was developed to ensure that the budget is divided in such a manner that it addresses the needs of the community more accurately. The Property Rates Policy, Customer Care, Credit Control, Debt Collection and Indigent Support Policy and Writing Off of Irrecoverable Debt Policy were also reviewed.

Various key service delivery improvements were also put in place. We have actively pursued water delivery management improvement to save water and to lower the cost of non-revenue generating water. We have focussed on improving our infrastructure by upgrading the water networks and pipelines, roads and the electricity networks. A new long term plan is being developed to ensure timeous and adequate service delivery improvements.

To assist with job creation and economic growth, focus has been placed on tourism enhancement. To facilitate this, the Municipality joined hands with the tourism organisations to create a joint tourism organisation (Local Tourism Agency) for Drakenstein as a whole. A co-operation and funding agreement with this authority will regulate the relationship and responsibilities of the parties involved.

Red tape and obstacles in the way of economic growth have been identified some of which have been curbed reduced. Inter alia, the timelines for the approval of building plans has been dramatically shortened. This drive shall continue during 2014.

Much needed attention was given to communication with residents and a new communication system and infrastructure is being developed. An SMS-system of communication was implemented to notify residents of emergencies and service delivery problems, but revenue to further expand this has to be addressed.

In conclusion, it is evident that we have focussed on tourism, job creation, economic development, systems necessary for effective management and service delivery,

communication and improving of infrastructure. This set a firm foundation for the future and will remain focus areas. Reflecting on these key areas, it is important to note that improving customer relations and communication remains the area that still needs much improvement and we shall strive to take it to new level in the upcoming year.

The phenomenon of lawlessness has been addressed through stricter and more visible law enforcement, but it is acknowledged that much more is needed during the next year.

Planning for the upgrade of areas plagued by violence and drug misuse was initiated and remains a key focus area. We are proud to have been selected as one of the two municipalities in the Western Cape that will enter into partnerships with a European initiative to ensure violence prevention through urban upgrade in these areas.

My personal pledge, as Mayor, to all Drakenstein residents is that we shall continue to work relentlessly to achieve our vision of excellence. I wish to express my sincere appreciation to all residents and staff members who contributed to our successes during this year. I want to urge all residents to join this positive spirit and drive towards excellence. Let's join hands and do it together!

(Signed by:) _____
MAYOR/EXECUTIVE MAYOR

COMPONENT B: EXECUTIVE SUMMARY

1.1 MUNICIPAL MANAGER'S OVERVIEW

The financial year under review was quite challenging for a number of reasons and the response of the Municipality, under those circumstances, was quite remarkable. There was, firstly, the ever-present demand to extend quality services whilst also maintaining the high levels of services that our communities have become accustomed to. These achievements are evident if we look at the prizes we have received throughout this year – see below. Secondly, the adoption of the restructured organogram and the commencement of the filling thereof presented unique challenges which the new management team managed to navigate quite skilfully. Thirdly, amidst the rigours and demands of the restructuring process, the Municipality managed to achieve a 95% success rate in its spending on infrastructure, and a 92% overall achievement of its delivery targets it had set for this financial year. Although we narrowly missed out on a "clean audit" overall, we managed to achieve "clean" audit in the areas of supply chain management, asset management, and financial management.

Effective and efficient deployment of resources is at the centre of good municipal management. This includes financial, personnel and other resources. Managing the second largest Municipality in the Western Cape requires dedicated and committed staff. To this end, the Drakenstein Municipality has endeavoured to employ only the best candidates to its top structure as Executive Managers. This process was finalised during the 2012/2013 financial year.

Change, to any degree, has its positives as well as challenges. When reviewing the functional layout of the Municipality against the objectives as contained in the IDP 2012-2017 it was evident the Municipality must align its organisational structure in a much more functional manner to advance on the Municipality's objectives. We are aware that staff members as well as members of the community might feel a sense of uncertainty with the re-structuring process. Hence a firm reaffirmation that the restructuring process' only lasting legacy will be to streamline services delivery output both tangible and intangible.

This year, as in previous years, the Drakenstein Municipality performed remarkably well by achieving excellent scores in its green and blue drop statuses. This demonstrates the Municipality's ability to implement and maintain excellent service level standards to the benefit of our community. Other accolades bestowed on the Municipality during this financial year include:

- **CESA ENGINEERING AWARDS (AUGUST 2012) (NATIONAL AWARD)**
Meulwater – CESA Engineering Award – first and only Municipality in South Africa to make use of the Water Purification Technology. Winner in the Category of Projects with a value of less than R50m for Meulwater Water Treatment

Works at the Consulting Engineers South Africa's (CESA) prestigious CESA Aon Engineering Excellence Awards held at Vodacom World in Midrand, are a celebration of innovation, quality, outstanding workmanship and professionalism in the industry.

- **GREENEST MUNICIPALITY AWARD (NOVEMBER 2012) (NATIONAL AWARD)**
Drakenstein Municipality was recently recognised as the Greenest Municipality in the Western Cape. For this achievement a certificate of achievement and prize money to the value of R120,000 were received.

In addition to the award Drakenstein received a trophy award for its efforts in Air Quality Management. A number of medals were presented to "green champions" within the various municipalities participating.

- **IMESA/CESA EXCELLENCE IN MUNICIPAL ENGINEERING AWARDS (NOVEMBER 2012) (NATIONAL AWARD)**

AWARD FOR EXCELLENCE in Municipal Engineering Awards 2012 for the Meulwater Water Treatment Works; For the Meulwater Water Treatment Works project at the Institute of Municipal Engineering of Southern Africa (IMESA) and Consulting Engineers South Africa (CESA) Excellence Award 2012 ceremony.

The Awards create awareness among the general public of the "art and science" involved in civil engineering for infrastructure, as well as highlighting the innovative ways in which this profession finds answers to challenging problems.

- **CERTIFICATE OF EXCELLENCE IN INTEGRATED DEVELOPMENT PLANNING FOR GOOD PRACTICE: LEGISLATIVE (DECEMBER 2012) (PROVINCIAL AWARD)**

Certificate of Excellence in Integrated Development Planning for Good Practice: Legislative – Compliant Simplified IDP, was awarded by the Department of Local Government of the Western Cape. The certificate demonstrates the strides that Drakenstein Municipality took in ensuring a "good practice" on the legislatively compliant and simplified IDP. Drakenstein's Organisational Structure has also been used by Western Cape Provincial Government as a benchmark as how the Municipality got there and how it links with the IDP.

- **UNIVERSAL KNOWLEDGE SYSTEMS (UKS) COMMUNITY PROJECTS AWARD (DECEMBER 2012) (NATIONAL AWARD)**

Drakenstein Library Services won the first prize, R20 000, for the best library community project with their HIV/AIDs awareness campaign at the national competition for community projects sponsored by the Universal Knowledge Systems (UKS). UKS donated to the money to four Non-Governmental

Organisations - Norsa, Monte Christo Miqlat Bowy House, Butterfly House and Helping Hands each received R5,000.

- **GREENEST MUNICIPALITY AWARDS (JUNE 2013) (NATIONAL AWARD)**
Drakenstein Municipality was awarded one of the greenest local municipalities in the country at the national Greenest Municipality Competition of the Department Water and Environmental Affairs held in Durban. Drakenstein, as the second runner up in the local municipality's category, received an amount of R2, 5 million to spend on environmental projects.
- **PMR AFRICA DIAMOND AWARDS: (JUNE 2013) (REGIONAL/LOCAL AWARD)**
The Municipality scooped nine diamond rating awards recently by PMR Africa for Excellence during the recent PMR Africa Awards - Boland Region. The PMR Africa Awards, which are conducted annually, are the indicators of the institutions competencies whereby companies within the Boland region are rated based on respondents' perceptions with a strong focus on evaluating and measuring customer service and customer satisfaction.

The Diamond Arrow - which ranks first overall in all selected categories - is a very much sought after award.

PMR Africa Diamond Award

- Most pro-active Mayor over the past 12 months

PMR Africa Diamond Award

- Municipality doing most for Social Upliftment

PMR Africa Diamond Award

- Municipality doing most to attract foreign/international investment

PMR Africa Diamond Award

- Municipality doing most to attract local investment;

PMR Africa Diamond Award

- Municipality doing most to attract tourism;

PMR Africa Diamond Award

- Municipality doing most for job creation

PMR Africa Diamond Award

- Municipality doing most to fight crime

PMR Africa Diamond Award

- Municipality doing most to clean the environment

PMR Africa Diamond Award

- Municipality doing most to enhance sustainable development.

Tourism in the Drakenstein Area is of vital importance as this has the potential to create much more sustainable jobs both formally and informally. Therefore I am also proud that Paarl has won the regional (Western Cape) Kwêla Town of the Year Competition and earned second place in the National Competition, after Fouriesburg in the Free State. This signals to the domestic and international tourists that Paarl is the town to visit and explore. As the Drakenstein Municipality we will be ensuring that the potential benefits of this status are directed towards creating jobs and a sustainable income.

Our service delivery footprint is increasing every year. The task to ensure that our local communities have access to services can only be done with the hard work of our dedicated staff members and active engagements with communities through councillors and ward committees. Therefore, I extend my sincere appreciation to the Municipal Council, the Executive Mayor, Mayoral Committee Members, Executive Managers, Heads of Departments, the trade unions, and employees in the Administration for their unwavering support and dedication to the cause of excellent service delivery. I have little doubt that we are building on a solid foundation that will enable Drakenstein to excel in the delivery, extension and the maintenance of services to all her communities.

(Signed by:) _____

MUNICIPAL MANAGER

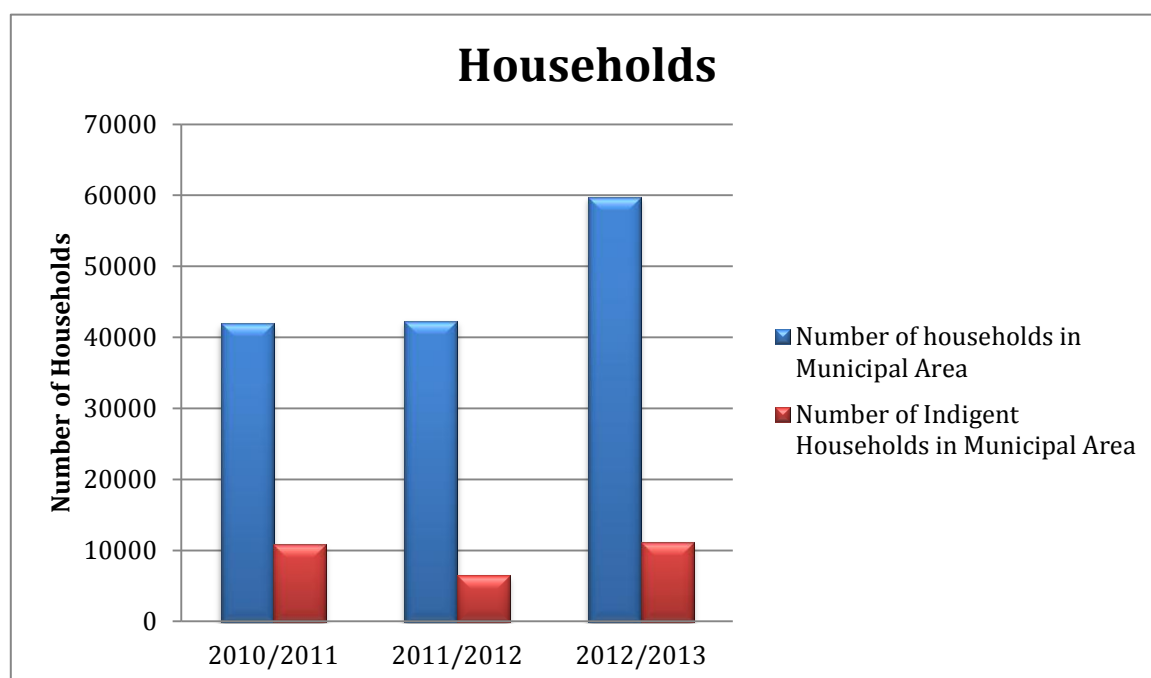
1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

INTRODUCTION TO BACKGROUND DATA

From a local economic development perspective, the Municipality took steps to ensure that each Directorate co-operates through local procurement and skills training. Local planning initiatives to reduce the time taken to approve development applications and building plans have been identified are to be implemented.

Population Details									
Age	2010/2011			2011/2012			2012/2013		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Age: 0—4	11,773	11,855	23,628	12,061	12,164	24,225	12,276	12,412	24,688
Age: 5-9	10,301	10,434	20,736	10,681	10,681	21,211	10,772	10,936	21,709
Age: 20-29	22,167	22,245	44,412	22,394	22,382	44,776	22,503	22,386	44,899
Age: 30-39	18,129	18,817	36,946	18,285	18,928	37,213	18,456	19,031	37,487
Age: 40-49	16,456	17,094	33,550	16,997	17,613	34,610	17,465	18,070	35,535
Age: 50-59	10,444	11,502	21,946	10,957	12,087	23,044	11,464	12,652	24,116
Age: 60-69	5,560	6,607	12,167	5,774	6,930	12,704	5,983	7,235	13,218
Age: 70+	3,258	4,772	8,022	3,377	5,026	8,403	3,502	5,277	8,779

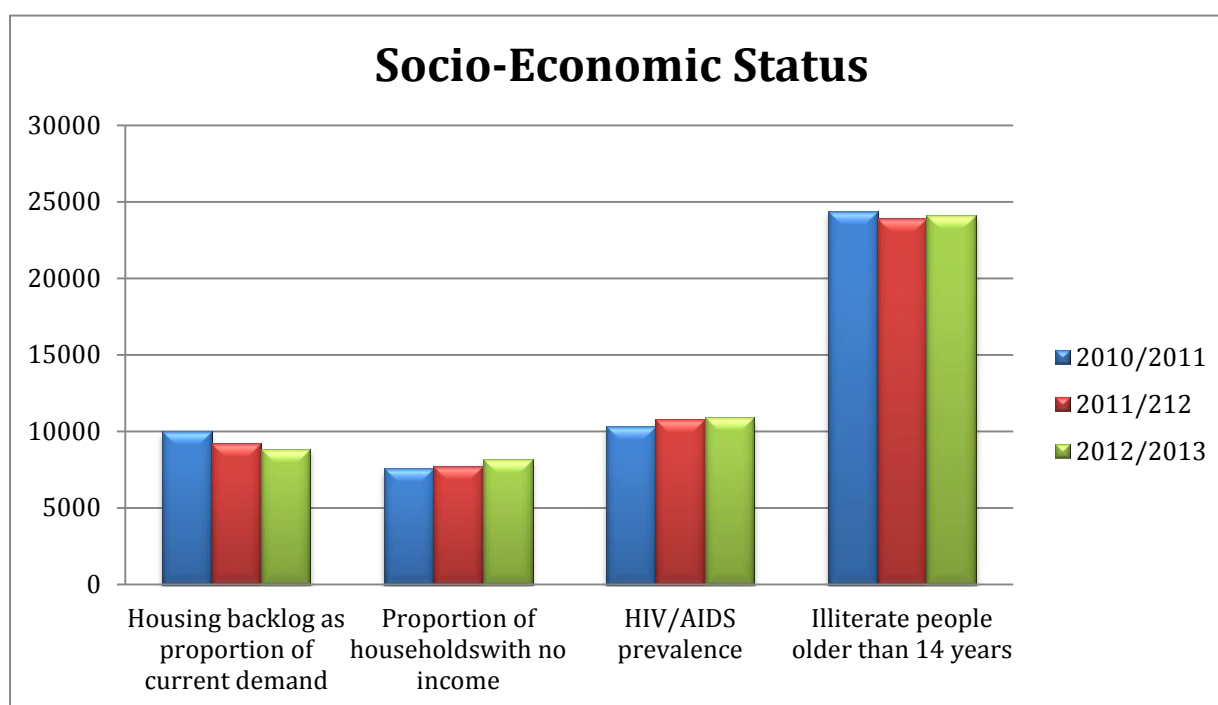
Table 1: Population Details



Graph 1: Households

Socio Economic Status						
Year	Housing Backlog As proportion of current demand	Unemployment Rate	Proportion of Households with no income	Proportion of Population in low skilled employment	HIV/AIDS prevalence	Illiterate people older than 14 years
2010/2011	9,993	20.9%	7,572	23%	10,326	24,348
2011/2012	9,215	22%	7,743	21%	10,769	23,917
2012/2013	8,847	21.9%	8,130	24%	10,907	24,141

Table 2: Socio Economic Status



Graph 2: Socio Economic Status

Overview of neighbourhoods in Drakenstein Municipality		
Settlement Type	Households	Population
Towns		
Paarl	26,943	11,2045
Wellington	12,739	55,543
Gouda	828	3,441
Saron	1,899	7,843
Sub-Total		
Townships		
Mbekweni	8,239	30,875
Rural Settlements		
Simondium	2,207	9,890
Windmeul	2,395	11,707
Hermon	824	8,303
Sub-Total	56,074	239,647
Informal Settlements		
There are currently 28 informal settlements. The Department of Human Settlements is in the process of conducting a study on these settlements	*	*
Sub-Total	*	*
Total	56,074*	239,647*

**Note: The exact figures of households in informal settlements will only be available after the study.*

Table 3: Overview of neighbourhoods in Drakenstein Municipality

Natural Resources	
Major Natural Resources	Relevance to Community
Berg River and tributaries	Important irrigation, recreation and tourism feature
Paarl Mountain Reserve	Significant tourist and cultural asset
Arboretum	Scientific research and recreation
Several mountain ranges	Water provision, recreation, contribution towards agriculture
Agriculture	Major employer of low-skilled labour, export and local markets are serviced. Contributes towards local economy

Table 4: Natural Resources

COMMENT ON BACKGROUND DATA

Increasing unemployment and population numbers place pressure on the Municipality to provide quality services with limited income expectations. Informal settlement upgrading remains a challenge, despite a steady pace of roll-out. However, the relative

low proportion of indigent households to overall households means that the level of cross-subsidisation is not as high as in other municipalities.

Improving delivery of services, improving the quality of the water in the Berg River, stemming the tide of unemployment through skills development remain some of the municipality's key demographic challenges.

1.3 SERVICE DELIVERY OVERVIEW

The Directorate: Infrastructure Services is responsible for basic service delivery namely for water, sewerage, streets, stormwater, waste services and provision of electricity.

All formal and informal areas within the urban area have access to all basic services except electricity. Electricity is only available to formally reticulated dwellings. All formal dwellings have been electrified, but a number of the informal dwellings have not yet received electricity. Informal and illegal electricity connections remain a challenge. Basic services are provided to farms in the rural area through a subsidy scheme for farm workers.

Basic services are provided to all new developments and are all the services maintained in terms of sound asset management principles.

The feasibility study for a Waste-to-Energy project has been completed and good progress has been made with regard to the legislative processes to a Public-Private-Partnership to implement the project.

Major upgrading of the bulk sewerage system for Paarl is in progress and the upgrading of the Paarl Waste Water Treatment Works (WWTW) has been completed. Once the bulk sewer pipeline up to Carolina Road has been completed approximately 12,000 development opportunities will become available.

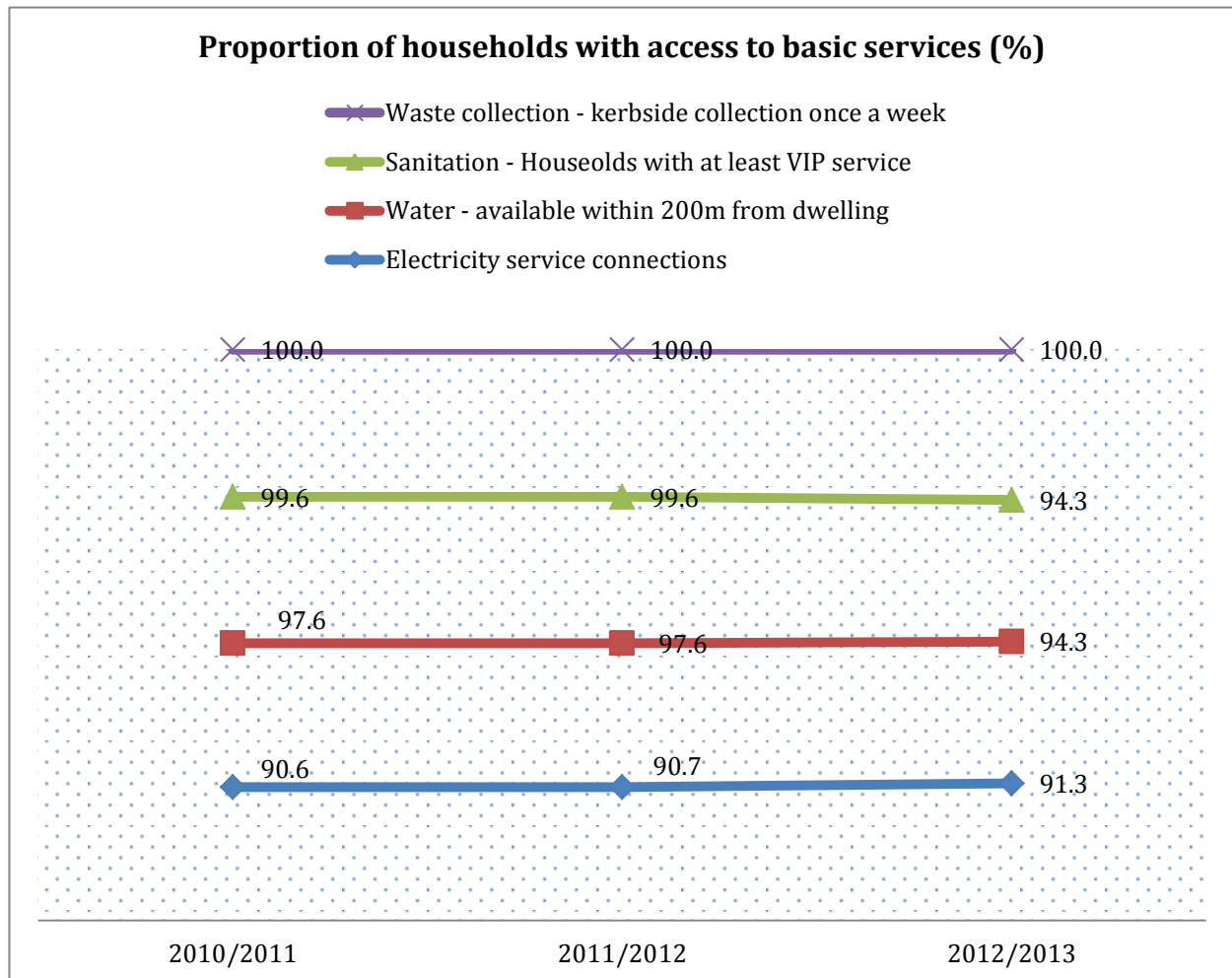
Upgrading of the WWTWs in Gouda and Saron has been completed. The planning for the upgrading of the Wellington WWTW has been started and will be implemented over the next three years.

The Van der Stel Street link between Bo-Dal Road and Jan van Riebeeck Road has been completed and provides ease of access to commuters between Paarl and Wellington.

The services for the Drommedaris Housing Project comprising 1,106 dwellings have been installed. The rest of the development is under construction and services are being provided.

The project to re-programme all prepaid meters starting in the Paarl Area is underway.

All persons registered as Indigent in terms of Council's policy, receive free basic services namely, 10kl of water, 100kWh electricity limited to a 20Amp Circuit Breaker as well as a subsidised refuse removal service.



Graph 3: Proportion of households with access to basic services

COMMENT ON ACCESS TO BASIC SERVICES

All formal households have access to basic civil engineering services.

Informal areas within the urban edge have been provided with a minimum level of basic services since 2007. The provision of services to the informal areas is as a result of rural-urban migration and new family formation which makes planning difficult.

An assessment is made annually to determine the backlogs to be addressed based on available funding.

Theft and vandalism disrupt the provision and maintenance of services.

1.4 FINANCIAL HEALTH OVERVIEW

The Municipality has made a concerted effort to ensure that the limited resources of the organisation are utilised in a sustainable and responsible manner. The financial overview of the organisation can be summarised as follows:

Financial Sustainability

The Municipality has a significant revenue base that continues to grow substantially when compared with previous years. This revenue base has enabled the organisation to aggressively increase the external gearing to address its capital infrastructure needs. However an independent Portfolio Manager (INCA) who has reviewed the financial position and performance of the organisation has cautioned the organisation that future increases in tariffs would have to be benchmarked against the consumer's ability to pay. Lower tariff increases coupled with higher inflation could hamper the Municipality's present services roll-out programme.

The liquidity levels of the organisation have been managed in a fair manner although a steady decline in the current assets to current liabilities ratio is evident. The liquidity ratio (current assets/current liabilities) of the organisation as at 30 June 2013 was 1.14:1 as opposed to the ratio of 1.18:1 for the previous financial year. Although the industry norm is 1:1 there is still a concern that the ratio is decreasing year on year.

The overall financial operational performance of the organisation can be considered as to be tight.

Key successes and outcomes for 2012/2013

The capital budget spending for the financial year yielded a result of 95.31% when compared with the Final Adjusted budget for 2012/2013. This can be regarded as very good performance in terms of the all the role players within the organisation responsible for ensuring that service delivery is of the highest quality in the Municipal Area.

The financial performance of the organisation is also showing an improving trend when compared to the 2011/2012 financial year. The organisation moved from a deficit of R35 million in the Statement of Financial Performance of 2011/2012 to a surplus of 8 million in the 2012/2013 financial year. These results are attributed to the effective and efficient management of Council's financial resources.

Challenges identified and proposals to address these challenges

The increasing consumer debt remains a challenge. Although a number of initiatives are implemented, the organisation still experiences a big challenge in terms of consumer debt. The relationship between the increased tariffs and the outstanding debtors is an indication that consumers are struggling to meet their obligations in terms of payment

of services. This is a challenge that has to be properly investigated when tariffs for the 2014/2015 financial year are being determined.

The ability of Council to finance the capital programme out of internally generated funds is also a big challenge. This challenge has an inverse relationship with the increasing external loan debt of Council, which amounted to 46.91% of the total operating expenditure at the end of the 2012/2013 financial year. Several initiatives are envisaged for the 2013/2014 financial year, with the aim of improving the ability of Council to finance future capital requirements. These initiatives includes the Revenue Enhancement Programme that will look at closing off any revenue leakages and ensure the collecting funds that were not collected before are now collected, in order to increase the revenue base of Council. The continued efficient and effective management of expenditure will also be increased in order to limit the spending on unnecessary commodities.

Financial Overview 2012/2013			
			R'000
Details	Original Budget	Adjustment Budget	Actual
Income			
Grants	197,844	209,265	199,515
Taxes, Levies and tariffs	1,087,453	1,044,233	1,068,778
Other	87,265	251,230	83,396
Su-Total	1,372,562	1,504,728	1,351,689
Less Expenditure	1,324,055	1,452,736	1,343,415
Net Total*	48,507	51,992	8,274

Table 5: Financial Overview 2012/2013

Operating Ratios	
Detail	%
Employee Cost	25.0
Repairs and Maintenance	4.0
Finance Charges and Depreciation	15.0

Table 6: Operating Ratios

COMMENT ON OPERATING RATIOS

The operating ratios as depicted above compare favourably with the current industry norms. The employee cost of 25% to total operating cost is below the 30% regarded as the industry norm, which means that the salary bill of the organisation is well within the required norms. It has to be highlighted though, that the current restructuring process and the filling of vacant positions added to the structure through this process, might

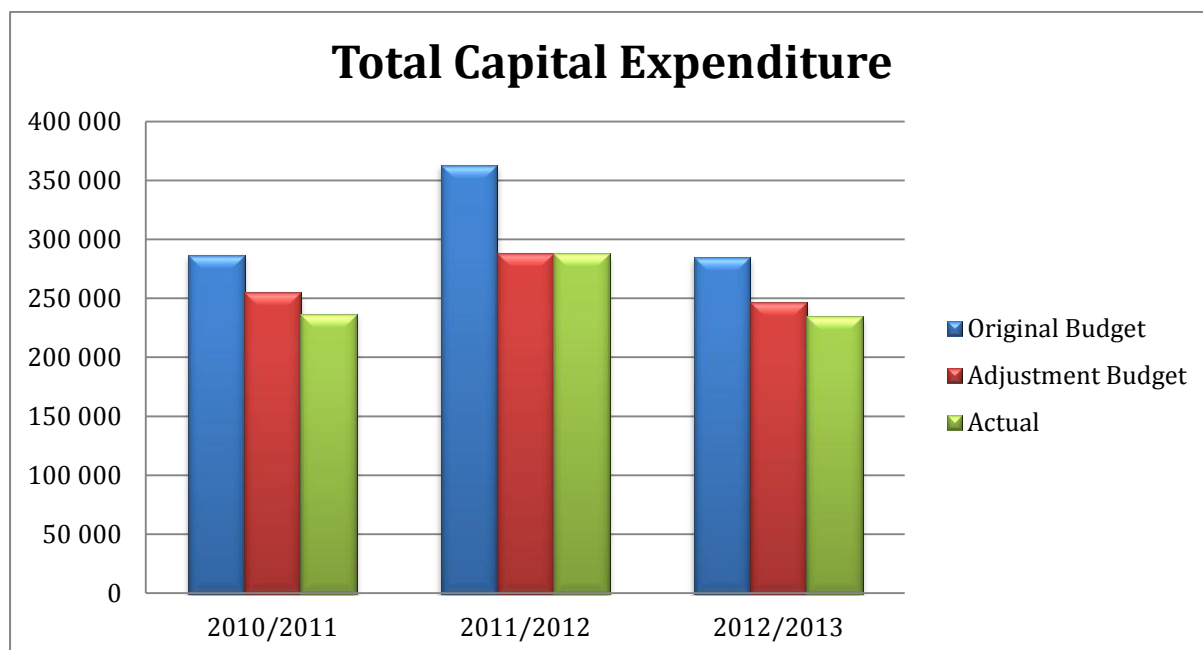
affect this ratio in the future. The finalisation of the TASK dispute in favour of the employees could also affect this ratio negatively once this dispute has been finalised.

The Repairs and Maintenance ratio of 4% could be viewed as unfavourable if compared with the industry norm of 20%. However it also has to be noted that this ratio could mean that the Capital Replacement Programme of the organisation is of such a nature that the maintenance required on the assets of the organisation is managed effectively within the scarce resources at the disposal of Council.

The Finance Charges and Depreciation ratio of 15% compares unfavourably with the industry norm of 10%. The Municipality is currently over committed in terms of loans. The borrowing of the organisation is currently over 40% and this in turn affects this ratio. A borrowing plan over the MTREF has been developed which is aimed at ensuring that the borrowings of the organisation are kept at an affordable and acceptable level.

Total Capital Expenditure			
R'000			
Detail	2010/2011	2011/2012	2012/2013
Original Budget	286,877	363,023	284,822
Adjustment Budget	254,867	288,210	246,787
Actual	236,805	288,210	235,214

Table 7: Total Capital Expenditure



Graph 4: Total Capital Expenditure

COMMENT ON CAPITAL EXPENDITURE

The variations between the Original Budget and the actual capital expenditure are mainly due to the roll-over projects that were committed in the 2012/2013 financial year but could not be finalised during this year. These projects were rolled over to be incorporated in the 2013/2014 capital budget. Hence the spending percentage of 82.58% was realised on the Original Budget.

The variations between the Final Adjustments Budget and the Actual expenditure were mainly due to certain projects being completed below the budget amount and there being small amounts left over in the respective budget votes. The organisation thus spent 95.31% of its capital expenditure when compared against the Final Adjustments Budget.

1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW

Council resolved after their election in 2011 to do an organisational review to ensure that the structure of the Municipality follows the function it is expected to perform; and in that manner ensure that it is in a position to fulfil the vision as well as service delivery objectives set out in the IDP. In view of the fact that the structure was last reviewed in 2008, the challenging exercise was undertaken by PWC which appointed by the Western Cape Provincial Government to assist the Municipality. A new organisational structure was adopted on 13 December 2012. Populating the structure and then filling critical vacant posts is set to take place during the 2013/2014 financial year.

Due to the demand of the electronic age a COBIT 5 exercise was done to enable the Municipality to update the OCT framework and set target dates for implementation of the strategies required. The replacement of the existing human resources and payroll system with a new advanced system, has been successfully implemented. The new system provides for improved control over the management of human resources. Certain enhancements to the system still have to be commissioned during the 2013/2014 financial year which will allow staff certain self-management functionalities and will replace existing non-automated procedures such as leave management. The system will also allow supervisory staff with easy access to information in order to effectively management subordinates as well as overtime and stand-by services. A lot of work was done to successfully virtualise the computer centre thereby reducing the number of physical file servers from 21 to 11. The number of virtual servers increased from 10 to 43 whilst increasing the number of physical servers from 11 to 12. Thus although we have effectively doubled the number of file servers, cooling and electricity demands have remained the same. The latest Microsoft Technologies were also successfully implemented, thereby replacing the former Novell infrastructure. The Municipality successfully migrated its e-mail system from GroupWise to Exchange and file services from Novell to Microsoft with minimum impact to the end-users. The

network security was also upgraded to be in line with recommendations of the Auditor-General.

The Property Services Unit spent all the available funding for the maintenance and upgrading of leased properties. The funding needs for maintenance of buildings continues to grow faster than the funding available for this purpose

The Legal Services Section played a supporting role in protecting the Municipality from legal action using both internal and external legal support services. At the same time legal action is instituted by the Municipality where necessary in order to enforce municipal legislation and contractual obligations. By the very nature of this unit's work, no capital projects were undertaken.

There are 281 vacancies out of total of 2007 workforce posts which represents a vacancy rate of 14%. We experienced a slight hike in the turnover rate to 6.06%. Both these figures are well within expected norms. Drakenstein's workforce expenditure of R 341,296,148 which accounted for 25.4% of the total operating budget expenditure of R 1,343,415,074 for the 2012/2013 financial year. This is slightly lower than the 2010/2011 figures of the 28.4% of the total operating budget expenditure.

1.6 AUDITOR GENERAL REPORT

Drakenstein Municipality received an unqualified opinion with other matters. The unqualified opinion on the annual financial statements was given by the Auditor-General after some corrections to the annual financial statements were made. These corrections were the following:

- Housing top-structures built in the 2007/2008 financial year were incorrectly capitalised instead of being expensed leading to assets and accumulated surplus being overstated. This was corrected and affected the Statement of Financial Position and Statement of Changes in Net Assets;
- Supply chain management deviations reported to Council and condoned by Council were incorrectly disclosed. This did not affect any of the statements in the annual financial statements;
- Unauthorised expenditure comparative figures for the 2011/2012 financial year were not disclosed. This did not affect any of the statements in the annual financial statements; and
- Social contributions of employee costs for 2011/2012 restated due to a change in the Accounting Policy was incorrectly disclosed against employee benefits instead of the accumulated surplus. This was corrected and affected the Statement of Financial Performance and the Statement of Changes in Net Assets.
- The short-term portion of the provision of landfill sites was incorrectly included under non-current liabilities instead of a current liability on the face of the

Statement of Financial Position. This was corrected and affected the face of the Statement of Financial Position.

The other matters that do not affect the unqualified audit opinion deals with predetermined objectives, compliance with laws and regulations and internal control matters. They are the following –

- Predetermined objectives: The Auditor-General made the finding that 23% of the performance targets reflected in the Service Delivery and Budget Implementation Plan (SDBIP) were not measurable and reliable as recorded in the Annual Performance Report 2012/2013. *Management do not agree with the finding.*
- Compliance with laws and regulations: The Auditor-General made the finding that due to the corrections referred to above, the original set of annual financial statements were not presented in all material respects in accordance with the requirements of section 122 of the Municipal Finance Management Act (MFMA).
- Compliance to laws and regulations: The Auditor-General made the finding that reasonable steps were not taken to prevent unauthorised expenditure as required by section 62(1)(d) of the MFMA.
- Internal control: The Auditor-General made the finding that internal control through leadership, financial and performance management were not sufficient due to all the issues mentioned above.

More detail can be found in the Audit Outcome Improvement Plan attached as Volume III to the Annual Report 2012/2013.

1.7 STATUTORY ANNUAL REPORT PROCESS

No.	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the Process Plan should confirm in-year reporting formats to ensure that reporting and monitoring feed seamlessly into the Annual Report process at the end of the Budget/IDP implementation period.	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise 4 th Quarter Report for previous financial year	
4	Submit Draft 2012/213 Annual Report to Internal Audit and Auditor-General	
5	Municipal entities submit draft annual reports to MM	
6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
8	Mayor tables the unaudited Annual Report	
9	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor-General.	
10	Annual Performance Report as submitted to Auditor-General to be provided as input to the IDP Analysis Phase	

No.	Activity	Timeframe
11	Auditor General assesses draft Annual Report including consolidated Annual Financial Statements and Performance data	September - October
12	Municipality receives and starts to address the Auditor General's comments	November
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor-General's Report	
14	Audited Annual Report is made public and representation is invited	
15	Oversight Committee assesses Annual Report	
16	Council adopts Oversight report	December
17	Oversight report is made public	
18	Oversight report is submitted to relevant provincial councils	
19	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input.	January

Table 8: Statutory Annual Report Process

Chapter 1: Mayor's Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service Delivery Performance (Performance Report)

Chapter 4: Organisational Development Performance

Chapter 5: Financial Performance

Chapter 6: Auditor General Audit Findings

Glossary

Appendices

CHAPTER 2: GOVERNANCE

- Component A: Political and Administrative Governance
- Component B: Inter-Governmental Relations
- Component C: Public Accountability and Participation
- Component D: Corporate Governance

INTRODUCTION TO GOVERNANCE

In the quest to realise Drakenstein's vision of "*A Place of Excellence*" it is imperative that the Municipality is governed in a way that promotes good governance. The Municipality strives to achieve excellence by balancing the needs of all residents and the constitutional and legal framework applicable to local government with the available resources in such a way that service delivery takes place in a way that is efficient, economic and effective.

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

Political and Administrative Governance

In compliance with Section 151(3) of the Constitution, Section 53 of the Systems Act (Act 32 of 2000) and the Municipal Structures Act (Act 117 of 1998) Drakenstein's Municipal Council governs the local government affairs of the local community on its own initiative. The roles and areas of responsibility of each political structure and each Political Office Bearer of the Municipality and of the Municipal Manager is defined and adhered to accordingly.

2.1 POLITICAL GOVERNANCE

Council

The Council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles, and has delegated its executive function to the Executive Mayor and the Mayoral Committee. Their primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from their functions as decision-makers, councillors are also actively involved in community work and the various social programmes in the Municipal Area and also through the ward committees established in each of the 31 wards.

Executive Mayor

The Executive Mayor of the Municipality, Councillor G Van Deventer, assisted by the Mayoral Committee, heads the executive arm of the Municipality. The Executive Mayor is at the centre of the system of governance, since executive powers are vested in her to manage the day-to-day affairs. This means that she has an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, delegated by the Council, as well as the powers assigned by legislation. Although accountable for the strategic direction and performance of the Municipality, the Executive Mayor operates in concert with the Mayoral Committee.

Portfolio Committees

Section 80 committees are established to advise the executive mayor on policy matters and any other matter to be considered by the executive mayor. They are assigned to specialise in a specific functional area of the municipality and can only make decisions on specific functional issues if delegations have been granted to them. They are appointed by Council and the Chairperson is appointed by the Executive Mayor and forms part of the Executive Mayoral Committee. Section 79 committees are permanent committees appointed to advise the Municipal Council. Council established the Municipal Public Accounts Committee (MPAC) to perform an oversight function on behalf of Council over the executive functionaries of the Council. MPAC inter alia serves as an oversight committee to make recommendations to the Council when it adopts the oversight report on the annual report in terms of section 129 of the Municipal Finance Management Act.

Audit Committee

In terms of section 166(2) of the MFMA Council has an Audit Committee which is an independent advisory body which must advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:

- Internal financial control;
- Risk management;
- Performance management; and
- Effective governance.

Political Structure	
Designation	Function
 Executive Mayor: <i>Cllr GMM Van Deventer</i>	The Executive Mayor represents the public and is the chief political principal of the municipality. In terms of legislation the Executive Mayor has the following functions: • Identify the needs of the municipality; • Review and evaluate those needs in order of prioritise; • Recommend to the Municipal Council strategies, programmes, and services to address priority needs through the Integrated Development Plan, and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans; and • Recommend or determine the best way, including partnership and other approaches, to deliver those strategies, programmes and services to the benefit of the community.
 Deputy Mayor: <i>Cllr CJ Poole</i>	The Deputy Executive Mayor of a municipality exercises the power and performs the duties of the Executive Mayor if the Executive Mayor is absent or not available or if the office of the Executive Mayor is vacant.
 Speaker: <i>Cllr K le Roux</i>	The speaker of a Municipal Council: • Presides at meetings of the Council; • Performs the duties and exercises the powers delegated to the speaker in terms of section 59 of the Local Government: Municipal Systems Act, 2000; • Must ensure that the council meets at least quarterly; • Must maintain order during meetings; • Must ensure compliance in the council and council committees with the Code of Conduct set out in Schedule 1 to the Local Government: Municipal Systems Act, 2000; and • Must ensure that council meetings are conducted in accordance with the rules and orders of the Council.
 Chief Whip: <i>Cllr RA Koegelenberg</i>	The function of the Chief Whip is to create synergy and to maintain discipline among Councillors from various Political Parties. The Role of the Chief Whip of Council covers both the political and administrative domains of Council with emphasis on the political aspect. Seven Political Parties are represented in Council and the Chief Whip has to ensure that relationships are constructive and focused on key issues that aimed at improving the lives of the residents of Drakenstein. The Chief Whip further acts as a link between the Speaker, The Executive and the Administration. The Chief Whip ensures that there is equitable representation in Committees of Council.

Table 9: Political Structure

Executive Mayoral Committee	
The Executive Mayor is supported by a Mayoral Committee. Each member of the Mayoral Committee has a portfolio with specific functions. The Executive Mayor may delegate specific responsibilities to each member of the Mayoral Committee. Any powers and duties delegated to the Executive Mayor by the Municipal Council must be exercised and performed by the Executive Mayor together with the other members of the Mayoral Committee.	
Councillor and Portfolio	Councillor and Portfolio
 GC Combrink Portfolio: <i>Finance</i>	 Dr MDJ Smith Portfolio: <i>Planning & Economic Development</i>
 R Smuts Portfolio: <i>Security and Disaster Management</i>	 L Ntlemeza Portfolio: <i>Corporate Services</i>
 Dr ND Adams Portfolio: <i>Social Services and Community Development</i>	 Dr LM Du Toit Portfolio: <i>Environmental Affairs, Open Spaces and Parks</i>
 WF Philander Portfolio: <i>Human Settlement and Housing</i>	 EM Kearns Portfolio: <i>Public and Governmental Relations</i>
 JG Rademeyer Portfolio: <i>Infrastructure Services</i>	 A Stowman Portfolio: <i>Sport, Culture and Youth matters</i>

Table 10: Executive Mayoral Committee

Councillors

Drakenstein Municipality consists of 61 Councillors. 31 are Ward Councillors and 30 are Proportional Councillors (PR). The Speaker presides at meetings of the Council.

A full list of Councillors can be found at Appendix A. Appendix B sets out Committees and Committee purposes.

Political Decision-Taking

Section 160(3) of the Constitution of the Republic of South Africa prescribes the manner in which Council takes decisions. A quorum of all councillors must be present to take any decision and the majority of the votes cast results in a legal decision. The exception to this rule is that when any of the following issues are determined it is determined by a decision taken with a supporting vote of a majority of all its members:

- (1) The passing of by-laws;
- (2) The approval of budgets;
- (3) The imposition of rates and other taxes, levies and duties; and
- (4) The raising of loans.

2.2 ADMINISTRATIVE GOVERNANCE

The Municipal Manager is the Chief Accounting Officer of the Municipality and also the head of the administration. His primary function is to serve as chief custodian of service delivery and implementation of political priorities.

He is assisted by his Executive Management Team (EMT) which comprises the Executive Managers of the five Departments established in the new organogram.

Top Administrative Structure	
Position	Function
 Municipal Manager: <i>Johann Mettler</i>	• Provide an independent appraisal of the adequacy and effectiveness of financial controls. • Evaluate and contribute to the improvement of Governance Management processes. • Management of financial services in order to ensure financial viability, compliance and reporting • Provide corporate services to the institution to ensure efficient support of organisational processes. • Provide and manage Planning, Economic Development and Environmental Management Services. • Render integrated community services to enhance community development in general and promote a clean and safe environment. • Maximise infrastructure development and service deliver to all communities of Drakenstein.
 Corporate Services: <i>Annalene De Beer</i>	• Provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures • Render Human Resources Management and support services to the Municipality that will sustain the optimum utilisation of the Municipality's human capital • Provide effective and efficient information and communication technology services • Provide comprehensive Communication and Inter -Governmental Relations Services • Coordinate and provide functional and administrative support to the political office bearers • Provide Office Management Services to the Executive Mayor. • Render property and facilities management services.
 Chief Financial Officer: <i>Jaques Carstens</i>	• Manage and control the implementation of budget policies, systems and procedures and financial statement processes to ensure legislative compliance and sound Financial Management practices • Implement and maintain revenue and credit control policies and procedures to ensure sound Revenue Management practices and compliance • Ensure the recording, authorisation and proper execution of expenditure systems, procedures and transactions • Manage Supply Chain Management Services to ensure proper systems, procedures and control for demand, acquisition, logistics, Assets and Disposal Management • Provide Office Management Services to the CFO.

Top Administrative Structure	
Position	Function
 Planning Services: <i>Ashraf Adam</i>	• Manage the rendering of Spatial and Land Use Planning, Surveying, Valuations and Building Control Services. • Plan, develop and implement a coherent and Integrated Framework for Local Economic Development and Tourism. • Ensure implementation of Environmental Management Plans, policies and procedures and ensure compliance in accordance with applicable legislation. • Render management and line function administrative support services.
 Infrastructure Services: <i>Deon Louw</i>	• Ensure the rendering of sustainable and affordable Civil Engineering (Water, Sewerage, Streets, Storm Water and Traffic Engineering) services to the community in accordance with laid down service delivery levels, standards and legislative requirements. • Ensure the rendering of sustainable and affordable electricity to the community in accordance with laid down service delivery levels, standard and legislative requirements. • Provide Fleet Management, Building Management, Technical Support and Project/Programme Management Services. • Render management and line function administrative support services.
 Community Services: <i>Gary Boshoff</i>	• Manage the provisioning and maintenance/operation of parks, sport facilities, cemeteries/Solid Waste Management Services • Manage the rendering of Protection Services to ensure the safety of the community • Provide Human Settlements Administration and Support Services to address the housing needs in the area. • Provide and manage the rendering of community development, Library and Information Services • Render management and line function administrative support services.

Table 11: Top Administrative Structure

COMPONENT B: INTER-GOVERNMENTAL RELATIONS

Co-operative Governance and Intergovernmental Relations

Drakenstein Municipality participates in a range of intergovernmental activities, both formally and informally. Joint projects and events are participated in and organised. A good example would be the co-operation of all three spheres in delivering of houses in the Drommedaris Project.

Various events and imbizo's have been organised to bring information and services to the community. The functioning of our Thusong Centres is also an example of bringing joint services to the community. The Human Rights Day celebration took place in Paarl where we reflected on the state of human rights in our country.

Various meetings are attended where interaction happens between the various spheres of government. Drakenstein Municipality also attends the SALGA workgroup meetings where all the municipalities in the Western Cape gather to discuss matters of mutual interest in the various fields for which workgroups have been established. The Municipal Manager and Executive Mayor respectively take part in the Municipal Managers Forum, both provincial and national, as well as the Premier's Forum where the Premier of the Western Cape meets the Mayors of the municipalities in the Western Cape and their Municipal Managers to discuss various matters of mutual interest.

2.3 INTER-GOVERNMENTAL RELATIONS

National Intergovernmental Structures

Drakenstein Municipality participates in national forums where issues are discussed that involve local municipalities. Some of these forums are of a technical and professional nature as well.

Experiences, best practices are shared and information is gathered, example of these would be SALGA and the IMFO.

Provincial Intergovernmental Structures

Drakenstein Municipality participates in the Premiers' Intergovernmental Forum as well as the Provincial Speaker's Forum.

The Municipal Managers also have a Provincial and National Forum. In all these Forums, issues pertaining to service delivery and matters of common interest are discussed. Information and best practices are shared and the interaction with Province and other municipalities is valuable to have a better co-ordination and co-operation.

Various forums in which officials participate are also structured at Provincial level, e.g. Communication Forum and SALGA Technical workgroups.

Councillors and Officials also participate in SALGA working groups in which valuable information is shared.

Relationships with Municipal Entities

No municipal entities have been established within the Drakenstein Area.

District Intergovernmental Structures

As in the Province, we participated in the District Forum of the Mayor, Speaker and Municipal Managers, Human Resources, Planning, Finance and various Infrastructure Forums dealing with the separate services.

Co-operation, joint projects and information sharing takes place on a regular basis.

Various professional and technical forums also exist on official level. Project teams for joint projects might be set up for the duration of a project.

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

OVERVIEW OF PUBLIC ACCOUNTABILITY AND PARTICIPATION

In terms of Section 6 of the Local Government: Municipal Systems Act, the administration of a municipality must:

- "(a) be responsive to the needs of the local community;*
- (b) Facilitate a culture of public service and accountability amongst staff;*
- (c) Take measures to prevent corruption;*
- (d) Establish clear relationships, and facilitate co-operation and communication, between it and the local community;*
- (e) Give members of the local community full and accurate information about the level and standard of municipal services they are entitled to receive; and*
- (f) Inform the local community how the municipality is managed, of the costs involved and the persons in charge."*

In complying with the above, the Municipality has established the legislatively required structures such as Section 80 Portfolio Committees advising the Executive Mayor, Council Committees such as the Municipal Public Accounts Committee, the Audit Committee as well as a local Fraud and Risk Management Committee. These structures assist the Municipality to discharge the necessary public accountability responsibilities. These structures represent a segmentation of duties amongst public representatives to ensure accountability, transparency and good governance.

No functional ward committee system existed when the current council was elected in 2011. Council approved a ward committee system consisting of ward committees for each of the 31 wards. The chairperson of the ward committee is the elected ward

councillor and other members of the ward committee are elected by the residents of the ward. It is expected of the ward committees to have regular meetings - at least once every three (3) months and the minutes are submitted to the Speakers office. The functionality of the ward committees are monitored and reported on to Council by the Speaker and his office.

An IDP Stakeholder Forum was established to cover the following interest groups:

- Women, Children, Youth and Early Childhood Development;
- Vulnerable Groups (HIV/AIDS, Disabled, Elderly, Substance Abuse);
- Arts, Crafts, Sport and Culture;
- Religion;
- Media, Business, Agriculture; and
- Environmental Management.

The IDP stakeholder forum is consulted throughout the year on the process of the IDP consultation process in the wards twice a year as well as any inputs they have in regard to the IDP. The forum broadens the communication process with our community and focuses the interaction on the aspects within the interest groups.

Communication with the community through other media has also vastly improved. The website has been updated and made user friendly. A vast variety of information is displayed on the website as prescribed by legislation and members of the public can even report faults or refer inquiries through an e-mail link on the site. Media and communication is receiving a lot of attention and we respond to media enquiries on a weekly basis. We have procured a centralised complaints system to upgrade the customer care and established a customer care unit within the Municipality that will be centralised. This unit will become fully functional within the next reporting cycle.

When the Annual Report is completed it is made available at all the libraries and the two Thusong centres in addition to the required publication to other spheres of government. The MPAC scrutinises the report and also invites public comment on it.

2.4 PUBLIC MEETINGS

COMMUNICATION, PARTICIPATION AND FORUMS

In terms of Chapter 4 of the Local Government: Municipal Systems Act, the Municipality is required to establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the Municipality. During the year under review, the Municipality used the following mechanisms to comply with this legislative requirement:

- (1) Ward committee meetings (discussed in more detail below);
- (2) Public notices in local and regional newspapers;

- (3) Monthly public newsletters distributed to all account holders;
- (4) Press releases as and when required;
- (5) Receipt and consideration of petitions and objections;
- (6) Public IDP and consultative meetings; and
- (7) Functioning of a municipal website, regularly updated with recent news.

Public meetings are essential mechanisms for the Municipality to consult with the local community. The information gained from such meetings is key sources of information that feed into the IDP review process. The information gained at the meetings held during the year under review was useful and assisted the Municipality to plan for short, medium and long term projects. One of the main advantages of public meetings is the platform that it provides the Municipality to interact with the community and to convey its message directly.

The Municipal Website features various public policies, documents, by-laws informing the residents about the affairs of the Municipality. It was endeavoured to create new interactive functions as part of the website in order to provide additional and user friendly methods to the public to communicate with the Municipality. These features will be expanded in years to come.

No functional ward committee system existed when the current Council was elected in 2011. Council approved a ward committee system consisting of ward committees for each of the 31 wards. The chairperson of the ward committee is the elected ward councillor and other members of the ward committee are elected by the residents of the ward. It is expected of the ward committees to have regular meetings - at least once every three (3) months and the minutes are submitted to the Speakers office. The functionality of the ward committees are monitored and reported on to Council by the Speaker and his office..

An IDP Stakeholder Forum was established to cover the following interest groups:

- Women, Children, Youth and ECD;
- Vulnerable Groups (HIV/AIDS, Disabled, Elderly, Substance Abuse);
- Arts, Crafts, Sport and Culture;
- Religion;
- Media, Business, Agriculture; and
- Environmental Management.

The IDP stakeholder forum is consulted throughout the year on the process of the IDP consultation process in the wards twice a year as well as any inputs they have in regard to the IDP. The forum broadens the communication process with our community and focuses the interaction on the aspects within the interest groups.

During the budget process business, bulk users and other interest groups are met to get their input on the proposed tariff for the next financial year and after approval of the budget various groups are met to explain any queries they may have on the implementation of the tariffs. The budget also is discussed in the wards with the communities when inputs are requested on the draft budget.

Communication with the community through other media has also vastly improved. The website has been updated and made more user friendly. A vast variety of information is displayed on the website as prescribed by legislation and members of the public can even report faults or refer inquiries through an e-mail link on the site. Media communication is receiving a lot of attention and we respond to media queries on a weekly basis. The Municipality have procured a centralised complaints system to upgrade the customer care and established a customer care unit within the municipality that will be centralised. This unit will become fully functional within the next reporting cycle.

When the Annual Report is completed it is made available at all the libraries and thusong centres apart from the required publication to other spheres of government. The MPAC scrutinises the Report and also invites public comment on the report.

The Municipality is currently investigating the procurement of an electronic tool to assist with public surveys as it is very time consuming and costly to do the satisfaction surveys through the appointment of a service provider as it was done in the past. For that reason no survey was done in the past year. However if the accolades bestowed on the Municipality in terms of the Diamond awards is any indication of the perception of at least business on the municipalities performance massive strides have been made.

WARD COMMITTEES

Section 73 of the Municipal Structures Act stipulates:

- "(1) If a metro or local council establishes ward committees it must establish a ward committee for each ward in the municipality.*
- (2) A ward committee consists of—*
- (a) the councillor representing that ward in the council, who must also be the chairperson of the committee; and*
 - (b) not more than 10 other persons."*

No functional ward committee system existed when the current Council was elected in 2011. Council approved a ward committee system consisting of ward committees for each of the 31 wards. The chairperson of the ward committee is the elected ward councillor and other members of the ward committee are elected by the residents of the ward. It is expected of the ward committees to have regular meetings - at least once every three (3) months and the minutes are submitted to the Speakers office. The

functionality of the ward committees are monitored and reported on to Council by the Speaker.

Ward committee meetings are particularly useful to ensure a good relationship between councillors and ward residents. Furthermore it provides the opportunity to discuss local matters that concern the residents in that ward. The Municipality annually avails funding to each ward in order to undertake specific projects in such wards. Ward committees play an important role in this regard since they advise on the projects they would like to be implemented. These ward projects further strengthen the relationship between the Municipality and the communities due to the direct impact that the ward committees can make on development projects in their wards.

The key purpose of ward committees is:

- (1) To act as an advisory committee to the ward councillor and council;
- (2) To ensure two-way communication to and from the community;
- (3) To identify ward specific needs and to refer same to the administration and Council for attention;
- (4) To actively partake in the annual IDP ward based public meetings;
- (5) To assist the ward councillor in identifying of ward projects and ward capital projects;
- (6) To identify stakeholders in the wards and to liaise with them regarding matters needing attention; and
- (7) To discuss ward related Council Agenda items and to make inputs regarding same if necessary.

The major issues dealt by Drakenstein Ward Committees were the following:

- (1) Advising the ward councillor and Council on ward issues dealt with by Council;
- (2) Identifying ward specific needs and to referring it to the administration and Council for attention;
- (3) Participation the annual IDP ward based public meetings;
- (4) The identification of ward projects and ward capital projects;
- (5) Identifying stakeholders in the wards and liaising with them regarding matters needing attention; and
- (6) Discussions on ward related Council Agenda items and to make inputs regarding same if necessary.

Public Meetings					
Nature and purpose of meeting	Date of events	Number of participating Municipal Councillors	Number of participating Municipal Administrators	Number of community members attending	Dates and manner of feedback given to community
The Municipality engage with its citizens through Public Meetings in all 31 wards and a Sector Meeting to gain inputs from the public.	27 August 2012 – 7 September 2012	31 Ward Councillors and Mayco	1 Representative from each Department	2,453	15 – 26 April 2013 through IDP and Budget Roadshow.
Municipal Public Accounts Committee (MPAC)	29 October 2013; and 15 March 2013	8 Councillors	Executive Managers and the Chief Audit Executive	None	The MPAC reports to Council and their recommendations are contained in the Council Minutes

Table 12: Public Meetings

2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria	Yes	No
Does the municipality have impact, outcome, input, output indicators	√	
Does the IDP have multi-year targets?	√	
Are the above aligned and can they calculate into a score?	√	
Does the budget align directly to the KPIs in the strategic plan?	√	
Do the IDP KPIs align to the Section 57 Managers	√	
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	√	
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	√	
Were the indicators communicated to the public?	√	
Were the four quarter aligned reports submitted within stipulated time frames?	√	

Table 13: IDP Participation and Alignment Criteria

COMPONENT D: CORPORATE GOVERNANCE

Overview of Corporate Governance

Corporate Governance in Drakenstein Municipality encompasses line functions pertaining to political and administrative governance, audit, risk management, organisational and individual performance management, public participation and IDP, Intergovernmental Relations, public communication, human resources management, organisational development and legal services. The corporate governance function is supported by independent oversight rendered by the Audit Committee, comprising external specialists, focusing on financial and performance audit as well as a Municipal Public Accounts Committee (MPAC) comprising of independent councillors. MPAC is chaired by a councillor from a political party other than the majority party in council in order to promote independence and objectivity.

2.6 RISK MANAGEMENT

Section 62(i)(c) of the MFMA requires a municipality to have and maintain an effective, efficient and transparent system of risk management.

There is a danger that risks that fall outside traditional functions may go unmanaged and have serious consequences on the institutional objectives. The need for broad-based risk management is thus critical as it will also ensure that risks that were not previously given adequate attention are now properly managed. Risk management processes that are integrated within the institution's existing structures are likely to be more effective in producing the desired service delivery and other objectives.

The Risk Management Section is responsible for the risk management function within Drakenstein Municipality, through facilitation and advising on Fraud- and Enterprise Risk Management issues. This entails the development of policies, strategies, plans and processes.

Drakenstein Municipality established a Fraud- and Risk Management Committee, meeting on a quarterly basis, which assist in the development and revision of all policies, strategies, plans and processes. In the financial year under review the current Enterprise Risk Management policy, strategy as well as plan was revised.

The risk register was reviewed with all the directorates through a facilitation process. A total of 52 risks were found not to be applicable anymore while 19 new risks were identified.

The five top risks identified were:

- (1) Non- revision of policies on a regular basis;
- (2) Unsafe working and storage conditions (non-compliance to OHS legislation and related regulations);
- (3) Council's assets not adequately insured;
- (4) Lack of funding for capacity improvement and provision of infrastructure, plant and machinery; and
- (5) Lack of funding/ asset management and maintenance for Infrastructure.

2.7 ANTI-CORRUPTION AND FRAUD

The Fraud- and Risk Management Committee, meeting on a quarterly basis, also assist in the development and revision of all policies, strategies, plans and processes relating to Fraud Risk Management. In the financial year under review, the current Fraud Prevention policy, strategy as well as plan were revised.

The Fraud- and Risk Management Committee also function as an oversight body.

This includes the review of the effectiveness of prevention initiatives, detection techniques as well as progress made in any forensic investigations.

Drakenstein Municipality appointed Deloitte to provide an anonymous fraud and ethics hotline service for the reporting of theft, fraud and corruption.

FRAUD AND ANTI-CORRUPTION STRATEGY

Notes: See Chapter 4 details of disciplinary action taken on cases of financial mismanagement. MSA 2000 S83(c) requires providers to be chosen through a process which minimises the possibility of fraud and corruption.

2.8 SUPPLY CHAIN MANAGEMENT

OVERVIEW SUPPLY CHAIN MANAGEMENT

On an annual basis the municipality has to adopt the Supply Chain Management policy for implementation prior to the commencement of the financial year. The Supply Chain Management Policy was approved at a Council meeting dated 30 May 2013. During this past financial year Executive Management has adopted an Operational Procurement Framework as an extension of the Supply Chain Management policy. This document provides the operational framework for the supply chain management functions and powers to be performed within supply chain section in terms of authorised delegations.

The Supply Chain Management (SCM) Section has been implementing the Capital Projects Implementation Plan (CPIP) as a strategic planning document for capital procurement above the R30,000 threshold. This planning document assists Departments to timely plan for procurement of capital goods/projects and where directorates were required to commit due dates for their respective capital projects above R30,000. The past financial year a total of 72 tenders/contracts were awarded. The CPIP is a monitoring tool that provides the Municipal Manager with an oversight regarding the spending of capital funds during the financial year.

The SCM Section has processed a total of 15,407 orders for the 2012/2013 financial year which includes an item count of 27,121 on the orders. The total value of the orders that was processed amounted to R 439, 485, 388. Currently the bulk of the acquisition functions, i.e. the sourcing of quotations and processing of orders are performed by temporary staff appointed in the SCM Section. The financial system has changed from using the VENUS system to the SOLAR financial system and SCM Section has experienced no problems with the transition from one system to the next.

National Treasury issued an instruction note for the invitation and evaluation of bids based on a stipulated minimum threshold for local production and content applicable

for designated sectors where in the award of bids, local production and content is of critical importance. Such bids must be advertised with a specific condition that only locally produced goods, works or services or locally manufactured goods with stipulated minimum threshold for local production and content will be considered. However it is important to note that these requirements are only applicable in the following sectors with the Municipality advertise for bids for goods or services:

- Textile, clothing, leather and footwear;
- Buses (bus body);
- Steel power pylons;
- Canned/processed vegetables;
- Rail rolling stock;
- Set top boxes;
- Furniture; and
- Electrical and telecom cable products.

Cognisance should be taken of the fact that the Municipality can only make awards on the above goods or services if the bidders comply with the minimum requirements as stipulated within the tender documents and provided by National Treasury. These new regulations have been discussed at a SCM Forum and many municipalities, including Drakenstein Municipality, found these local content and production requirements challenging, because the bidders have to adhere to the minimum requirements failing which, their bid is declared non-responsive.

On a continuous basis the SCM Section of the Municipality tries to improve on the operational processes and procedures pertaining to supply chain management. As from July 2013 the Stores section resides functionally and operationally within the SCM section. The SCM Section will have to plan and implement an effective Logistics Management System, such as the setting of inventory levels, receiving and issuing of stores material in order to comply with regulatory requirements.

2.9 BY-LAWS

By-laws introduced during 2012/2013					
Newly developed	Revised	Public Participation conducted prior to adoption of By-laws (Yes/No)	Dates of Public Participation	By-laws Gazetted (yes/No)	Date of publication
Property Rates By-Law		Yes	24/05/2012 – 14/06/2012	Yes	24 August 2012
Tariff By-Law		Yes	24/05/2012 – 14/06/2012	Yes	24 August 2012
Problem building by-law		Yes	13/09/2012 – 12/10/2012	Yes	7 December 2012
By-law on liquor trading days and hours		Yes	25/10/2012 – 25/11/2012	Yes	11 January 2013

Property Rates By-Law		Yes	23/05/2013 – 13/06/2013	Yes	28 June 2013
Tariff By-Law		Yes	23/05/2013 – 13/06/2013	Yes	28 June 2013
Customer Care, Credit Control, Debt Collection and Indigent Support By-Law		Yes	23/05/2013 – 13/06/2013	Yes	28 June 2013
Waste Management By-Law		Yes	24/07/2013	No, the By-Law must still be adopted by Council	

Table 14: By-laws introduced during 2012/2013

Section 11(3) of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) provides municipal councils with the legislative authority to pass and implement by-laws for the betterment of the community within the terms of the legislation.

In terms of Section 160(3) of the Constitution of the Republic of South Africa:

- (a) The by-laws serve before the various structures of the Council;
- (b) The by-laws are advertised in the local media for objections or comment;
- (c) The by-laws are open for inspection at all municipal offices and libraries; and
- (d) The by-laws are forwarded to the local radio station for broadcasting.

Once adopted by Council the by-laws are promulgated in the Provincial Gazette and takes immediate effect.

The following by-laws were passed in the 2012/2013 financial year:

By-law	Promulgation Status
1. Problem Building By-law	PG- 7067 7 December 2012
2. By-law on Liquor Trading Days and Hours	PG- 7078 11 January 2013
3. Tariff By-law	PG-7144 28 June 2013
4. Property Rates By-law	PG- 7144 28 June 2013
5. Customer Care, Credit control, Debt collection and Indigent Support By-law	PG-7144 28 June 2013

Table 15: By-laws passed

2.10 WEBSITES

Municipal Website: Content and Currency of Material		
Documents published on the Municipality's Website.	Yes/No	Publishing Date
Current annual and adjustments budgets all budget related documents.	Yes	1 July-30 June 2013
All current budget related policies.	Yes	1 July – 30 July 2013
The previous Annual Report 2011/2012.	Yes	01 February 2013
The Annual Report 2012/2013 published /to be published.	Yes after 1 Feb	
All current performance agreements required in terms of section 57(1(b) of the Municipal Systems Act (2012/2013)	Yes	16 November 2012

Municipal Website: Content and Currency of Material		
Documents published on the Municipality's Website.	Yes/No	Publishing Date
and resulting scorecards.		
All service delivery agreements (2012/2013)	No	
All long-term borrowing contracts (2012/2013)	No	
All Supply Chain Management Contracts above a prescribed value (give value) for 2012/2013	Yes	1 July 2012 – 30 June 2013
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14(2) or (4) during 2012/2013.	No	
Contracts agreed in 2012/2013 to which subsection (1) of section 33 apply, subject to subsection (3) of that section.	No	
Public-private partnership agreements referred to in section 120 made in 2012/2013.	None concluded	
All quarterly reports tabled in the Council in terms of section 52(d) during 2012/2013.	Yes	1 July 2013

Table 16: Municipal Website-content and currency of material

2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

The Municipality is currently investigating the procurement of an electronic tool to assist with public surveys as it is very time consuming and costly to do the satisfaction surveys through the appointment of a service provider as it was done in the past. For that reason no survey was done in the past year. However if the accolades bestowed on the Municipality in terms of the PMR Africa Diamond awards is any indication of the perception of at least business on the Municipality's performance, then massive positive strides have been made.

We have procured a centralised complaints system to upgrade the customer care and established a Customer Care Unit within the Municipality that will be centralised. This unit will become fully functional within the next reporting cycle.

Chapter 1: Mayor`s Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service Delivery Performance (Performance Report)

Chapter 4: Organisational Development Performance

Chapter 5: Financial Performance

Chapter 6: Auditor General Audit Findings

Glossary

Appendices

CHAPTER 3: SERVICE DELIVERY PERFORMANCE

- Component A: Basic Services
- Component B: Road Transport
- Component C: Planning and Development
- Component D: Community and Social Services
- Component E: Environmental Protection
- Component F: Security and Safety
- Component G: Sport and Recreation
- Component H: Corporate Policy Offices and other services

INTRODUCTION

"Council focused on ensuring that the ward system is functional and held IDP road show meetings in each of the 31 wards to ensure that all residents have the opportunity to participate in the process of the development of the budget, prioritisation of the needs and get feedback on the operations of the council and administration. An organisational review was completed and Council adopted the new organogram on 13 December 2012. The turnover rate of staff is within the norms and standards and the staff budget hovers on 25% of the operational expenditure, whilst even 35% in local government is seen as still healthy."

In the year under review, the contract of the Executive Manager responsible for Planning and Economic Development was not renewed. A large part of the year was spent in a holding pattern while staffing matters were resolved. At the same time, steps were taken to establish a map reflecting the four zoning schemes operational in the municipal area, processing approximately 1,500 building plans and approximately 120 land use change applications and the General Valuation of properties.

From an Economic Development perspective, skills training and the refurbishment of the Arendsnes building for informal trading in Wellington were initiated. The process for the development of informal trading structures in Mbekweni was started. A highlight of the year was the festival of lights held in all the towns in the Municipality.

In Planning, the key achievement was the improvement in the processing of development applications, including building plan approvals. This is a sign of an improving local economy. Within the context of local economic development the allocation and spending of capital budgets to improve the conditions of informal traders in Paarl and Wellington was a significant step towards improved livelihoods. This trend is expected to continue into the following financial year

The Meulwater Water Treatment Works (8Mℓ /d) was constructed on Paarl Mountain, a very sensitive Nature Reserve. Environmental considerations were incorporated in the planning and design, giving rise to the construction of a very unique plant that blends in with the natural surroundings.

The project received various national and other awards namely the first prize at the CESA AON engineering Excellence Awards, winner of IMESA Environmental category and Certificate of Merit from Drakenstein Heritage Foundation.

Provision of low cost housing is a key focus in the Community Services Directorate. Notwithstanding this, the Municipality was able to make a significant contribution towards meeting its targets in the Drommedaris Housing Project for which it received an award for excellence in housing delivery from the Southern African Housing Foundation. Providing serviced sites especially for emergency housing is an on-going challenge.

Drakenstein Municipality successfully compiled a cash funded revised budget. Sound budget controls were implemented and 99.99% of the operating budget was spent. The Auditor General of South Africa gave the Drakenstein Municipality an unqualified audit opinion on the Annual Financial Statements for sound financial accounting and record-keeping. No qualifications on the supply chain management processes were identified indicated sound procurement processes.

COMPONENT A: BASIC SERVICES

Water and Sewerage Services are fundamentally important to ensure a healthy and safe environment for all Drakenstein inhabitants. The Water Services Section plays a very important part in the planning and installation of basic services for all informal settlements in the Drakenstein Area, over which the Section has control over.

3.1 WATER PROVISION

INTRODUCTION TO WATER PROVISION

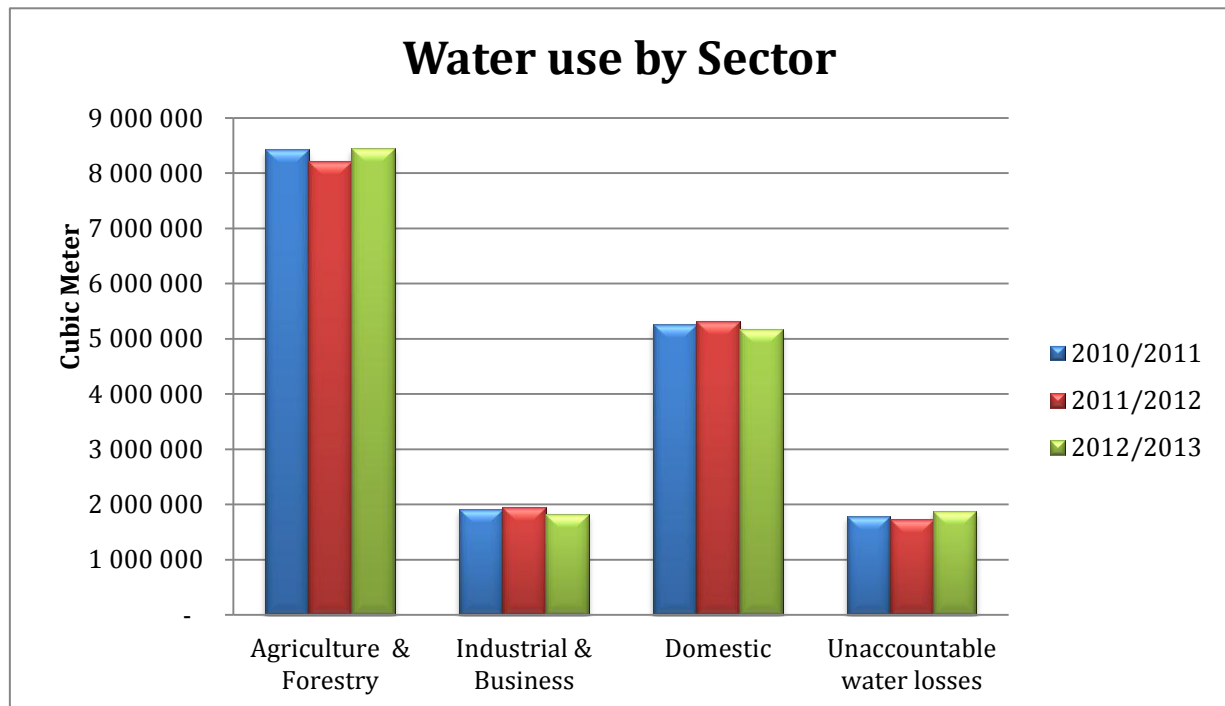
The basic functions of the Water Services Section are to upgrade existing water infrastructure, extend the network and maintain the existing network.

Upgrading of existing reticulation is being planned in terms of priorities as determined in the IDP, as per the Water Master Plan, by Council and Technical Services. The implementation of this strategy is wholly dependent on the provision of adequate budget. Major achievements for the past financial year was the construction and completion of the new 2Ml Gouda Reservoir, upgrading and upsizing of the Antoiniesvlei Bulk Pipeline; and completion of the bulk water pipeline inside Newton Township in Wellington. The main challenge in this regard is to obtain sufficient funding to upgrade the existing water networks at Paarl and Wellington.

The planning of a new water reservoir at Newton and Wellington is complete.

Total use of water by sector (cubic metres)				
Year	Agriculture/ Forestry	Industrial/ Business	Domestic	Unaccountable water losses
2010/2011	8,429,001	1,918,667	5,260,203	11.41%
2011/2012	8,219,907	1,954,646	5,321,595	11.18%
2012/2013	8,448,411	1,828,605	5,177,204	12.11%

Table 17: Total use of water by sector (cubic metres)



Graph 5: Water use by sector

Water use by Sector:

Within the constraints of the budget, the section is performing satisfactorily.

The main objectives in the Section are to upgrade existing water mains to new and higher standards, extend the service life of existing bulk water infrastructure in accordance with the Water Master Plan.

A total of 13,612 metres of water reticulation mains were upgraded in Paarl and Wellington. The major project, which is in its third phase, was the construction of the 600mm diameter bulkwater pipeline at Newton. This will alleviate the low system pressures that exist in the Newton Area. In total, 806 water connections were installed in the Drakenstein Area. A total of 319 burst pipes were repaired on reticulation networks, 991 water connections were repaired and 1,005 water meters were replaced during the year.

Water Service Delivery Levels			
Description	Households		
	2010/2011	2011/2012	2012/2013
	Actual	Actual	Actual
	No.	No.	No.
Water: (above min level)			
Piped water inside dwelling	32,543	32,819	56,001

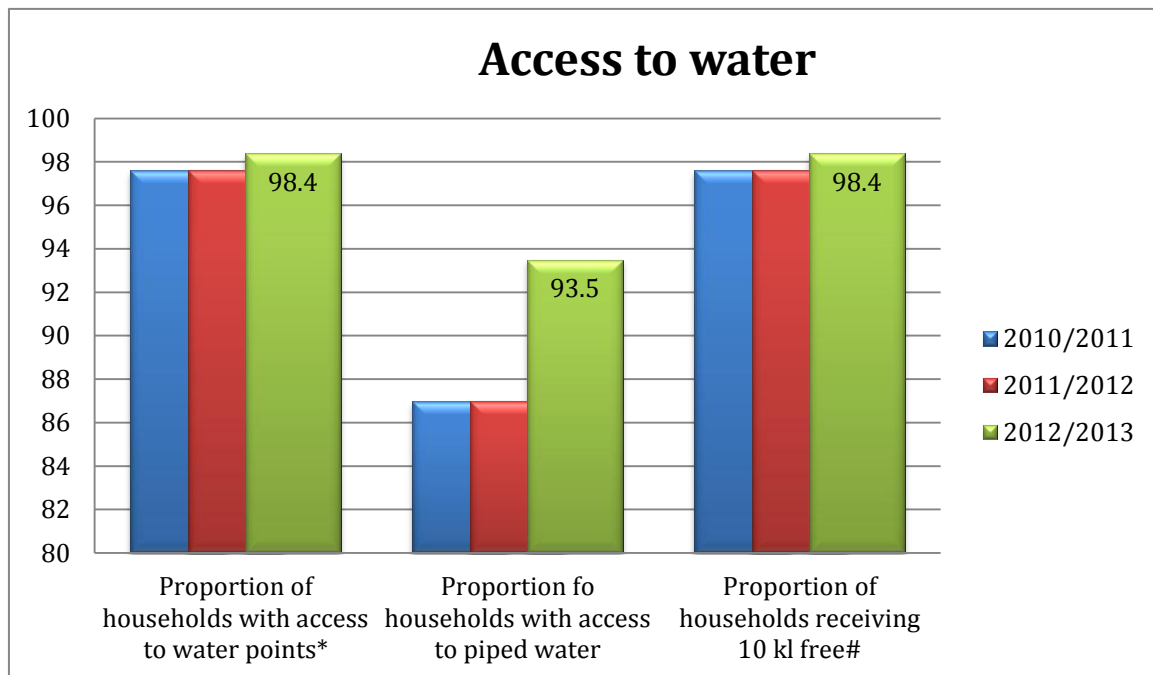
Water Service Delivery Levels			
Description	Households		
	2010/2011	2011/2012	2012/2013
	Actual	Actual	Actual
	No.	No.	No.
Piped water inside yard (but not in dwelling)	32,543	32,819	56,001
Using public tap (stand pipes)	0	0	0
Other water supply (within 200m)	3,930	3,960	3,061
<i>Minimum Service Level and Above sub-total</i>	36,473	36,779	59,062
<i>Minimum Service Level and Above Percentage</i>	98.1%	98.1%	98.8%
Water: (below min level)			
Using public tap (more than 200m from dwelling)	407	407	407
Other water supply (more than 200m from dwelling)	163	163	163
No water supply (Rural)	134	134	134
<i>Below Minimum Service Level sub-total</i>	704	704	704
<i>Below Minimum Service Level Percentage</i>	1.9%	1.9%	1.2%
Total number of households*	37,177	37,483	59,766

Table 18: Water Service Delivery Levels

Households- Water Service Delivery Levels below the minimum					
Households					
Description	2010/2011	2011/2012	2012/2013		
	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements					
Total households	36,287	36,593	N/A	N/A	59,766
Households below the minimum service level	1,218**	1,218**	N/A	N/A	1,218**
Proportion of households below the minimum service level	3.4%	3.33%	N/A	N/A	2.04%
Informal Settlements					
Total households	3,911	3,974	N/A	N/A	3,709
Households below minimum service level	420	420	N/A	N/A	N/A
Proportion of households is below minimum service level	11.9%	10.6%	N/A	N/A	N/A

* Grants ** Farms

Table 19: Households - Water Service Delivery Levels below the minimum



Graph 6: Access to water

Water Service Policy Objectives taken from IDP			
Strategic Objective (SO): <i>Physical Infrastructure and Energy Efficiency</i>			
Municipal Key Focus Area (KFA): <i>Water and Sanitation Infrastructure</i>			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
WATER			
Number of HH in formal areas that meet agreed service standards (cleaned water within 200m)	%	100%	100%
Water quality managed and measured to SANS 241 parameters	%	100%	Results not known yet
Manage water sources to limit water losses	% of purchased water lost	18%	12.1%

Table 20: Water Service Policy Objectives taken from IDP

Employees: Water Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts)
0-3	0	0	0	0	0%
4-6	2	2	2	0	0%
7-9	7	8	7	1	13%
10-12	7	9	7	2	22%
13-15	14	15	14	1	7%
16-18	9	13	9	4	31%
19-20	43	48	43	5	10%
Total	82	95	82	13	16%

Table 21: Employee- Water Services

The Water Department has many vacancies in terms of the approved organogram, of which 34 posts are critical. Some posts are vacant due to people resigning, retirement death and are already funded. The new posts needs urgent funding. Sixteen *(16) of the critical posts is directly linked to service delivery and needs to be filled as a matter of urgency. Some of these posts are required for statutory compliance to legislation and to ensure safe and sustainable water supply.

Financial Performance 2012/2013: Water Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Rvenue (Excluding tariffs)	-116,972,478	-138,687,014	-120,899,835	-129,525,571	-7.13
Expenditure:					
Employees	12,099,785	13,410,153	12,426,828	12,490,598	-0.51
Reparis and Maintenance	5,591,029	8,354,198	5,015,529	4,175,175	16.76
Depreciation & Provisions			17,405,141	17,446,650	-0.24
Other	47,189,677	51,159,735	35,827,235	33,094,323	7.63
Total Operational Expenditure	64,880,491	72,924,086	70,674,733	67,206,746	4.91
Net Operational (Service) Expenditure	-52,091,987	-65,762,928	-50,225,102	62,318,825	-24.08

Table 22: Financial Performance 2012/2013 - Water Services

Capital Expenditure 2012/2013: Water Services					
R					
Capital Projects	2012/2013				
	Budget	Adjustment Budget	Actual Expenditure	% Variance to Adjustment budget	Total Project Value
Total all	41,960,000	38,434,161	38,417,945	99.96	38,417,945
<i>Major projects</i>					
Upgrading of water supply to Newton area	6,643,000	6,643,000.00	6,643,000	100.00	6,643,000
Network Upgrading Wellington	R4,000,000	R4,000,000	R4,000,000	100.00	R4,000,000
Network Upgrading Paarl	R6,000,000	R6,000,000	R6,000,000	100.00	R6,000,000

Table 23: Capital Expenditure 2012/2013 - Water Services

All available funds were spent on the various capital projects. The following projects were completed as planned:

- (1) The construction of the 3Ml Welvanpas Reservoir and rising main between Welvanpas and Conmarine Reservoir was completed and is operational;
- (2) The replacement of bulk pipeline between Withoogte Dam and Welvanpas (phase 1) was completed and is operational;
- (3) A total length of 13,612m of pipe lines varying between 110mmØ and 315mmØ were installed at Paarl and Wellington;
- (4) The Meulwater Water Treatment Works was completed and is operational since July 2012;
- (5) The 2Ml Gouda Reservoir was completed and is in operation; and
- (6) The upgrading and refurbishment of Victoria and Ysterbrug pumpstation is underway and will be completed during 2013.

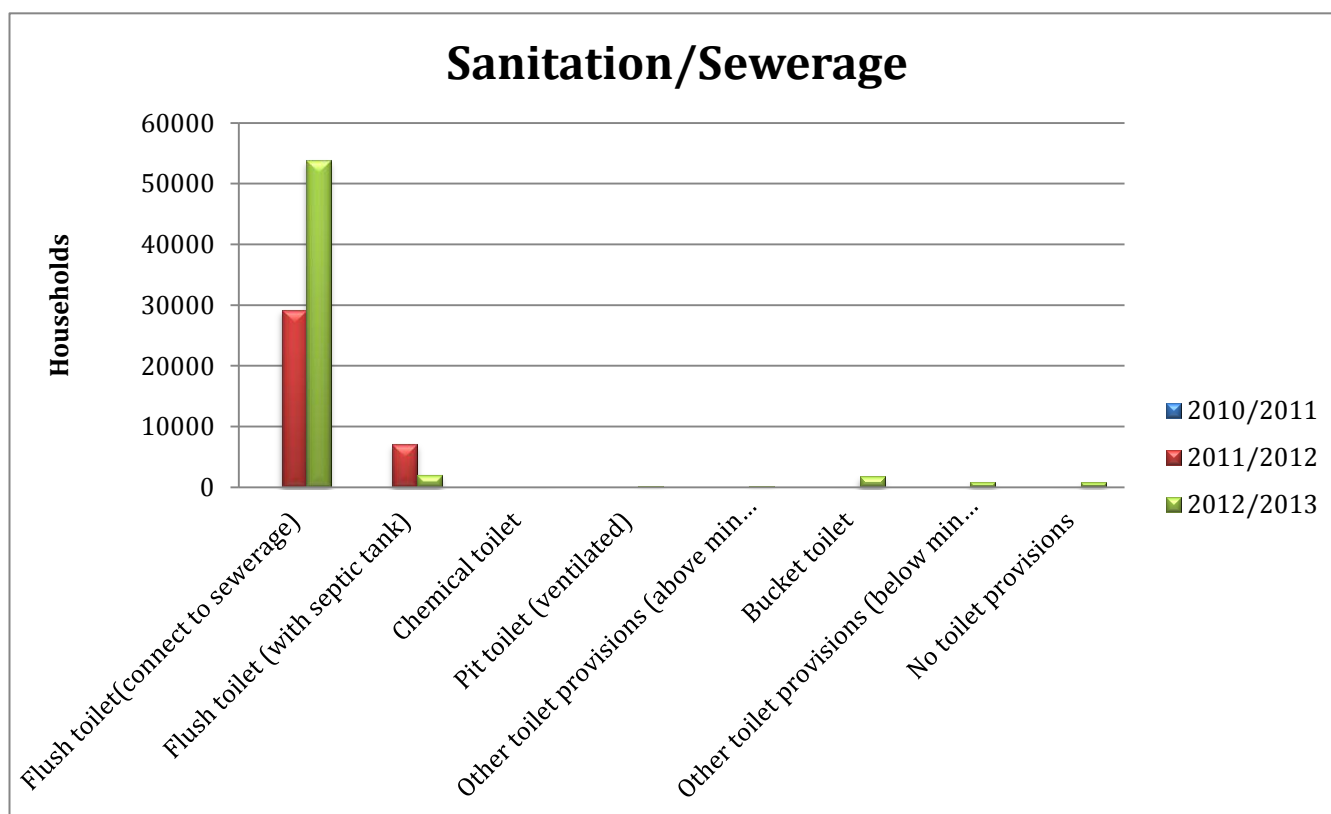
More capital funding is required for the replacement of pipe infrastructure. For the replacement of pipelines at Paarl and Wellington an amount of R23m/annum and R11m/annum are required, respectively.

3.2 WASTE WATER (SANITATION) PROVISION

The basic functions of the Waste Water Section (Sanitation) are to upgrade existing sewerage infrastructure, extend the network and maintain the existing network.

Upgrading of existing reticulation is planned in terms of priorities as determined in the IDP, as per Sewerage Master Plan, by Council and Technical Services. Major achievements for the past financial year were the upgrading of the bulk sewerage pipe at Industrial Park and also at Blouville Avenue at Wellington. The bulk sewer from the Sewerage Treatment Works up to the Arboretum, Paarl is 90% complete. The main challenge in this regard is to obtain sufficient funding to upgrade the existing water networks at Paarl and Wellington.

The tenders for the bulk sewer extension at the Carolina Area had been awarded and work had already commenced.



Graph 7: Sanitation/Sewerage

Sanitation Service Delivery Levels			
			*Households
Description	2010/2011	2011/2012	2012/2013
	Outcome No.	Outcome No.	Actual No.
Sanitation/sewerage: (above minimum level)			
Flush toilet (connect to sewerage)	36,287	29,494	53,888
Flush toilet (with septic tank)		7 099	2,011
Chemical toilet	26	26	82
Pit toilet (ventilated)	Information unavailable	Information unavailable	177
Other toilet provisions (above min. service level)	Information unavailable	Information unavailable	177
Minimum service level and above sub-total	36,287	36,474	56,335
Minimum service level and above percentage	99.6%	99.6%	94.3%
Sanitation/sewerage: (below minimum level)			
Bucket toilet	0 (38**)	0 (38**)	1,740
Other toilet provisions (below min. service level)	0	0	890
No toilet provisions	0 (81**)	0 (81**)	801
Below minimum service level sub-total	119	119	3,431
Below minimum service level percentage	0.4%	0.4%	5.7%
Total households	36,404	36,593	59,766
<i>*Total number of households including informal settlements</i>			

***Farms which do not form part of the municipal water reticulation system. Figures from CWDM study undertaken during 2007/2008*

Table 24: Sanitation Service Delivery Levels

Households - Sanitation Service Delivery Levels below the minimum					
Description	2010/2011	2011/2012	2012/2013		
	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements					
Total Households	36,404	36,593			56,016
Households below minimum service level	119*	119*	**	**	0
Proportion of households below minimum service level	0.3%	0.3%	**	**	0%
Informal Settlements			R 500,000	R 500,000	
Total Households	3,930	3,960			3,750
Households below minimum service level	Unknown	Unknown	*	*	3431
Proportion of households is below minimum service level	N/A	N/A	*	*	92%

**Not budgeted for per household. All Monies allocated for this purpose used for sanitation in informal settlements.*

*** Households not budgeted for as sanitation on farms is done by the farm-owners. Farms which do not form part of the municipal water reticulation system. Figures from CWDM study undertaken during 2007/2008.*

Table 25 : Households - Sanitation Service Delivery Levels below the minimum

Waste Water (Sanitation) Service Policy Objectives taken from IDP			
Strategic Objective (SO): <i>Physical Infrastructure and Energy Efficiency</i>			
Municipal Key Focus Area (KFA): <i>Water and Sanitation Infrastructure</i>			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
UPGRADE AND EXTENSIONS TO PAARL WWTW PHASE II	% Completion of Project	100%	100%
Effective capital spending on waste water (WWTW)	% spent of approved waste water management (WWTW) capital budget	100%	100%
PENTZ STREET PUMP STATION & NEW RISING MAIN	% Completion of Project	100%	100%

Table 26: Waste Water (Sanitation) Service Policy Objectives taken from the IDP

Employee: Sanitation Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	0	0	0	0	0
4-6	1	2	1	1	50
7-9	7	8	8	0	0
10-12	8	12	8	4	33
13-15	20	25	21	4	16
16-18	15	17	15	2	12
19-20	68	72	68	4	6
Total	119	136	121	15	11

Table 27: Employee- Sanitation Services

The sanitation department has many vacancies on the organogram, of which 15 posts are critical. Some posts are vacant due to people resigning, retirement or death and is already funded for. The new posts needs urgent funding. Sixteen of the critical posts are directly linked to service delivery and needs to be filled as a matter of urgency. Some of these post are required for statutory compliance by law to ensure safe and sustainable sanitary service.

Financial Performance 2012/2013: Sanitation Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-49,677,385	-57,140,056	-94,556,920	-95,189,934	0.67
Expenditure					
Employees			16,694,654	16,610,041	0.51
Repairs and Maintenance	5,352,867	9,507,736	6,733,104	62,80,739	6.72
Depreciation & Provisions			15,373,257	15,549,392	-1.15
Other	47,423,793	46,008,413	19,457,442	21,025,995	-8.06
Total Operational Expenditure	52,776,660	55,516,149	58,258,457	59,466,167	-2.07
Net Operational (Service) Expenditure	3,099,275	1,623,907	-36,298,463	-35,723,767	1.58

Table 28: Financial Performance 2012/2013 - Sanitation Services

Capital Expenditure 2012/2013: Sanitation Services					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	118,220,000	92,953,111	92,909,834	99.95	92,909,834
<i>Major projects</i>					
Bulk Sewer to Southern Paarl	41,000,000	26,839,752	26,837,391	99.99	26,837,391
Carolina Bulk Sewer	10,500,000	10,500,000	10,500,000	100.00	10,500,000
Wesbank Bulk Sewer	7,000,000	7,000,000	7,000,000	100.00	7,000,000

Table 29: Capital Expenditure 2012/2013- Sanitation Services

SANITATION SERVICES PERFORMANCE OVERALL:

The bulk sewer projects are all underway and tenders awarded:

- (1) The bulk sewer to Southern Paarl (phase 2) will be completed by October 2013. Long delay due to severe ground conditions and unforeseen ground conditions hampered the progress of the project;
- (2) The Carolina Bulk sewer will be completed by February 2014; and
- (3) The Wesbank Bulk Sewer (Phase 1) including the Berg River crossing was completed during the year.

Paarl Wastewater Treatment Works

Increasing loads to the Paarl Waste Water Treatment Works (WWTW) caused some of the treatment processes to become overloaded and as a result the influent did not comply with the effluent standards imposed in the area.

The Berg River is a major source of irrigation water for fruit farmers downstream of Paarl. The effluent from the existing Paarl WWTW did not meet the specified nutrient standard for release into the Berg River. Thus, the quality of water in the river often does not meet the standards required for irrigation of fruit and the overseas markets have questioned the acceptability of the produce. Although the treatment works is most likely not the major contributor of pollution to the river it does contribute to the problem and is commonly perceived to be the culprit.

Thus the existing works therefore firstly had to be upgraded to provide for biological nutrient removal. Secondly the treatment capacity of the works needed to be increased to deal with the overload as well as for future requirements.

A series of projects/contracts were embarked on over the following 10 years at an estimated total cost of R150 million. The funding was sourced from a combination of government grants and the Municipality's own budgets.

As the planned upgrading had to be done without disrupting the existing processes, some preparatory work was done in three contracts from 2004 to 2008. This was followed by the first phase whereby the nutrient removal processes were implemented for a treatment capacity of 17.5 Ml/d. This was done under a further three contracts, the last of which was completed in April 2011. The second phase was for implementing a second 17.5 Ml/d module. This was done under a further two contracts, the first being for the civil works that was completed in March 2012 and the second contract is for the mechanical and electrical work component. The latter is now in its final stages of testing and commissioning is about to commence.

The increased capacity of 35Ml/d enabled the planned social housing projects to proceed. The required nutrient standard had already been met after the first phase upgrading.

Gouda Wastewater Treatment Works.

The following was attended to:

- The side slopes of four anaerobic ponds were protected with gabion mattresses to prevent erosion of the slopes;
- A new splitterbox, wetland and pumping station were constructed which pumps the final effluent to an existing irrigation dam;
- The water from the irrigation dam can be utilised for the irrigation of the existing sports fields; and
- Saron Wastewater Treatment Works.

The following equipment was installed:

- A new mechanical screen with sump manhole was constructed at the pumping station before the raw sewage is pumped to the WWTW;
- A new disinfection chamber was constructed as part of the interim disinfection of the final effluent;
- A standby generator was installed to provide power to the works during power failures;
- Six of the twelve sludge drying beds were reconstructed. The remaining six will be upgraded once additional funding is made available; and
- One maturation pond was concrete lined.

The aforementioned works at Saron will improve the quality of the final effluent for the interim until the environmental approval is obtained and the next phase can be constructed.

The final effluent would then be of acceptable quality, suitable for discharge into most water bodies, but also to be recycled to agriculture, and even industry if needed, with further post treatment.

Wellington Wastewater Treatment Works

The Wellington Wastewater Treatment Works refurbishing and extension is part of the 20 year, long term, Wastewater Strategy, ensuring that wastewater received at the works is treated appropriately by passing it through an effective treatment process so protecting downstream users.

The proposed refurbishment and extensions of the works will comprise of the following:

- Refurbishment of the existing process units at the Works in order to ensure that the Works operates at its design capacity and discharges effluent which consistently meets the required standards; and
- Constructing new process units to increase the capacity of the Works which can accommodate the future flows as well as accommodate the flow which is currently being diverted to Paarl via the Newtown pipeline.

The Environmental Impact Assessment process has been initiated and construction is due to start in the 2013/2014 financial year.

Pentz Street Sewerage Pumping Station

Phase 1 of the civil works has been completed with Phase 2 being completed by the end of July 2013. The outstanding work for phase 2 is as follows:

- Earthworks around new building;
- Layerworks around new building;
- Paving;
- Fencing;
- Stormwater structures for overflow dam;
- New access road; and
- Tie-ins of sewers.

The Mechanical –and Electrical will be operational by September 2013.

The new pumping station will have the following benefits:

- (1) The existing pumping station cannot deal with the current inflow which results in overflowing especially during the winter period hence the reason for the construction of the new pumping station;
- (2) The new pumping station will be able to accommodate a peak inflow rate of 1150ℓ/s;

- (3) The new overflow dam at the pumping station will provide sufficient storage capacity should an overflow occur in extreme emergency situations; and
- (4) No overflowing will occur which is normally problematic especially with the Berg River located close to the pumping station.

Scientific Services

In August 2012 a draft proposal was tabled for the development and implementation of an Ideal Sampling Plan/Programme for the Berg River within the Drakenstein Municipal boundaries.

The main aim of this project was to consolidate and coordinate water quality sampling and monitoring in the Berg River catchment within the Drakenstein Municipal boundaries, in order to increase efficiency, reduce the overall costs of monitoring the water quality, to improve confidence in the data, and to find mutual ground for affected parties to work together towards improving the quality of the Berg River.

3.3 ELECTRICITY

INTRODUCTION TO ELECTRICITY

Strategy for the provision of electricity at household level

The capital budget for electrification of formal households was to the amount of R5,000,000 and 810 households were electrified. Electrification of formal households is done in conjunction with the Housing Projects Unit within Drakenstein Municipality except for areas which is supplied by Eskom. At this stage there are no backlogs according to the Housing Programme.

Progress being made to redress service backlogs and achieve the national basic standard for electricity provision by 2014

The Housing Programme dictates the Electrification Programme. The planning and application of funds are mainly guided by the Housing Programme and currently all the electrification funds were spend as intended.

Top 3 service delivery priorities and the impact you have had on them during the year:

Improved electricity infrastructure measured by effective capital spending.

The Capital Budget was spent and improved the quality of life for all in Drakenstein Municipality. Infrastructure was upgraded and extended and is an on-going process as funds become available.

Maintenance of electricity assets measured by effective maintenance budget spending.

The Operating and Maintenance Budget was spent and improved the quality of life for all in Drakenstein Municipality. The electrical assets were maintained as far as the funds allowed. Maintenance of assets is an on-going process as funds becomes available.

The external grant for Housing Projects was spent and 810 new households were connected to the grid. This improved the quality of life to the beneficiaries and immediate families.

Measures taken to improve performance

Appoint qualified staff. Master-planning project must be implemented. New Asset Management System will be implemented to ensure efficiency.

Major successes achieved

An Asset Maintenance Management System is nearly complete and should be implemented early in 2013/2014 financial year. This System will drastically improve service delivery. An improved call center will be introduced to improve response times and to use our human resources more efficiently.

An Electrical Master Plan is nearly complete and should be finalised early in 2013/2014 financial year. This plan will be utilised as a strategic plan to be used as a guide for budget, replacement of assets and future upgrades, extension to the electrical network.

Drommedaris Housing Project is nearly halfway complete and shall continue in the next financial year.

Challenges faced in 2011/2012

- Staff shortages;
- Aged fleet;
- Inadequate Capital and Operating Budget;
- Lack of office space;
- Non-responsive staff structure; and
- Delayed implementation of new structure.

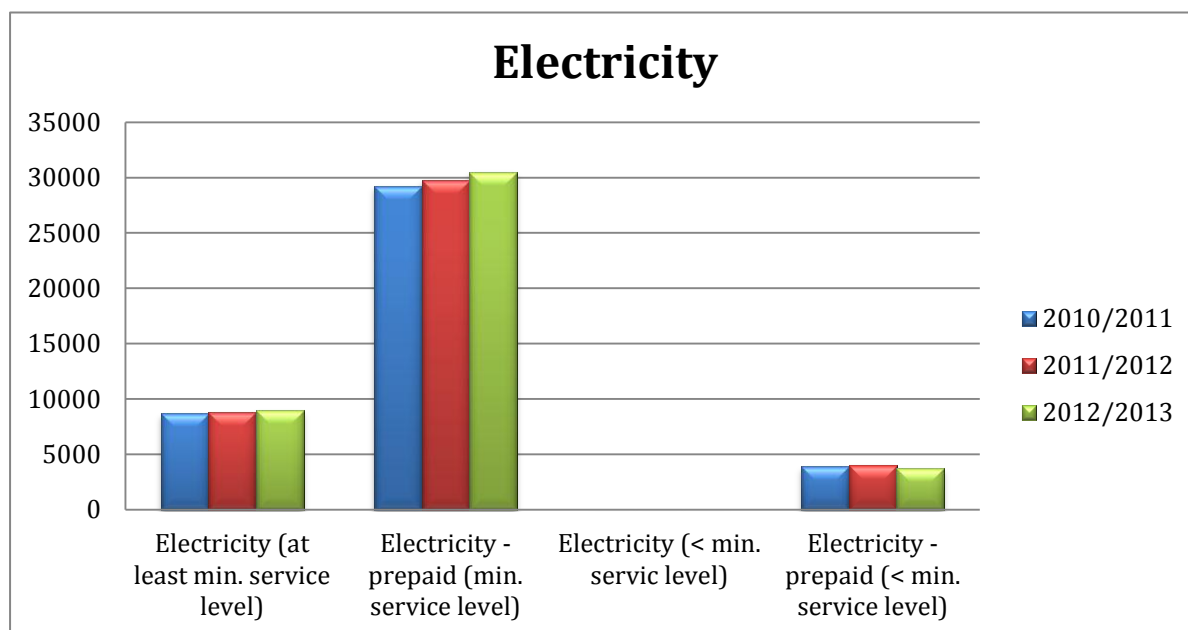
Response to those communities that are living in poverty and are deficient in this basic service.

During the IDP Wards Road Shows, Council shares with the community the budget, tariffs and any other programmes that have an impact on the communities. At this meeting the community is also allowed to give their needs and also have the opportunity to ask questions. At this meeting the community is made aware of their right to apply for indigent status.

Name and extent of service provision of any municipal entity(ies) responsible for rendering electricity services within the Municipality.

Department Electro-Technical Engineering Services is divided into three divisions namely:

- Operations and Maintenance- Perform functions necessary to operate and to maintain the power network;
- Planning, Design and Construction- Perform functions relating to planning, design and extension of existing power network; and
- Energy Management and Control- Perform functions relating to energy efficiency, electrical demand and encourage alternative energy sources.



Graph 8: Electricity

Electricity Service Delivery Levels			
Description	2010/2011	2011/2012	Households
	Actual No.	Actual No.	Actual No.
Energy: (above minimum level)			
Electricity (at least min. service level)	8,720	8,773	12,000
Electricity – prepaid (min. service level)	29,234	29,803	32,000
Minimum service level and above sub-total	37,954	38,576	44,000
Minimum service level and above percentage	100	100	100
Energy: (below minimum level)			
Electricity (< min. service level)	0	0	±16,000
Electricity – prepaid (<min. service level)	0	0	0
Other energy sources	0	0	0
Below minimum service level sub-total	0	0	±16,000
Below minimum service level percentage	0	0	100
Total number of households	37,954	38,576	60,000*

**Note: Estimated figures as Eskom Electricity Provision within Drakenstein is unknown.*

Table 30: Electricity Service Delivery Levels

Households – Electricity Service Delivery Levels below the minimum					
Description	2010/2011	2011/2012	2012/2013		
	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual
Formal Settlements					
Total households	37,954	38,576	0	0	42,000
Households below minimum service level	0	0	0	0	0
Proportion of households below minimum service level	0%	0%	0	0	0%
Informal Settlements					
Total households	3,930	3,974	*	*	±16,000
Households is below minimum service level	3,930	3,974	*	*	±16,000
Proportion households is below minimum service level	100%	100%	*	*	100%

**Not budgeted for per household. All Monies allocated for this purpose used for sanitation in informal settlements.*

Table 31: Households - Electricity Service Delivery Levels below the minimum

Electricity Service Policy Objectives taken from IDP			
Strategic Objective (SO): Physical Infrastructure and Energy Efficiency			
Municipal Key Focus Area (KFA): 9: Energy Efficiency			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Housing project	% of capital spend	R 5,000,000	R4,946,139 (99%)
New Street lighting	% of capital spend	R700,755	R700,754 (100%)
Sport field lighting	% of capital spend	R1,000,000	R970,274 (97%)
Network extensions	% of capital spend	R8,597,987	R8,587,986 (100%)

Table 32: Electricity Service Policy Objectives taken from IDP

Employee: Electricity Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	2	2	1	1	50
4-6	7	9	7	2	22
7-9	19	20	19	1	5
10-12	26	29	26	3	10
13-15	39	46	39	7	15
16-18	24	31	24	7	23
19-20	32	38	32	6	16
Total	148	175	148	27	15

Table 33: Employee - Electricity Services

Financial Performance 2012/2013: Electricity Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-600,120,528	-718,380,093	-688,764,441	-709,117,986	-2.96
Expenditure					
Employees			29,752,328	30,121,751	-1.24
Repairs and Maintenance	10,500,920	19,480,456	11,938,463	10,497,650	12.07
Depreciation & Provisions			42,877,944	42,351,454	1.23
Other	526,431,505	582,491,779	496,515,192	499,733,283	-0.65
Total Operational Expenditure	536,932,425	601,972,255	581,083,927	582,704,138	-0.28
Net Operational (Service) Expenditure	-63,188,103	-116,407,838	-107,680,514	-126,413,848	-17.40

Table 34: Financial Performance 2012/2013 - Electricity Services

Capital Expenditure 2012/2013: Electricity Services					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance from adjustment budget	Total Project Value
Total all	29,885,000	32,225,846	30,012,231	93.13	30,012,231
<i>Major projects</i>					
Network extension: H/V and M/V (backlogs)	9,500,000	8,587,987	8,587,986	100.00	8,587,986
Electrification housing projects	5,000,000	5,000,000	4,946,138	98.92	4,946,138
Network Upgrading: H/V and Mv Backlogs	1,800,000	1,388,156	1,368,813	98.61	1,368,813

Table 35: Capital Expenditure 2012/2013 - Electricity Services

ELECTRICITY SERVICES PERFORMANCE OVERALL:

Spending reflects only eleven months as June reports are not available yet. Rollover funds requested on the R10,4 million project, Eskom supply to two 11hV substations be put in operation during 2013/2014.

3.4 WASTE MANAGEMENT

The strategic objective of Waste Management is to ensure that that the service complies with South African (with specific reference to the National Environmental Waste Management Act) and International Environmental Standards so that it is beneficial to industrial and agricultural growth and the public's right to a clean and healthy environment as enshrined in The Constitution of the Republic.

During 2012/2013 the following has been achieved:

- Refuse Collection Service points - 52,940;
- Roads cleaned – 5,391.59 km; and
- Unemployed in Expanded Public Works Programme - 386 persons.

The emphasis for this year was on waste avoidance in order to prolong the lifespan of our landfill site which has mainly been achieved through our at-source, builders rubble crushing and garden waste chipping recycling initiatives.

Education and Awareness was also high on the agenda in order to have an informed public but this remains an on-going effort and more vigorous methods need to be developed in order for the public to take ownership in maintaining clean and healthy environment in their respective wards.

Illegal dumping is of great concern but assertive efforts with ward councillors are in place to involve the public to combat this as it is not only a huge financial implication to the Municipality but creates areas not conducive for a healthy and hygienic environment. The assistance of the Municipality's Law Enforcement Officers and ward councillors is reaping benefits to bring the perpetrators to book.

This approach has been acknowledged nationally with the Waste Management Section being awarded the Cleanest Town award (as part of the Greenest Municipality Award).

Solid Waste Service Delivery Levels			
Description	2010/2011	2011/2012	2012/2013
	Actual No.	Actual No.	Actual No.
Solid Waste Removal (minimum level)			
Removed at least once a week	38,071	38,734	43,578
Minimum service level and above sub-total	38,071	38,734	43,200
Minimum service level and above percentage	100%	100%	99.13%
Solid Waste Removal: (below minimum level)			
Removed less frequently than once a week	0	0	0
Using communal refuse dump	0	0	0
Using own refuse dump	0	0	0
Other rubbish disposal	0	0	0
No rubbish disposal	0	0	0
Below minimum service level sub-total	0	0	378
Below minimum service level percentage	0%	0%	0%
Total number of households	38,071	38,734	43,578

Table 36: Solid Waste Service Delivery Levels

Households – Solid Waste Service Delivery Levels below the minimum					
Description	2010/2011	2011/2012	2012/2013		
	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements					
Total households	38,071	38,734	N/A	N/A	39,808
Households below minimum service level	0	0	N/A	N/A	0
Proportion of households below minimum service level	0%	0%	N/A	N/A	0%
Informal Settlements			R140,000	R1,360,000	
Total households	3,770	3,770			3,770
Households is below minimum service level	575	575	*	*	378
Proportion of households is below minimum service level	15.25%	15.25%	*	*	10.03%

**Not budgeted for per household. All monies allocated for this purpose used for sanitation in informal settlements.*

Table 37: Households - Solid Waste Service Delivery Levels below the minimum

Waste Management Service Policy Objectives taken from IDP			
Strategic Objective (SO): Physical Infrastructure and Energy Efficiency			
Municipal Key Focus Area (KFA): 12: Solid Waste			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Rehabilitation of Old Landfill Sites.	% Completion of Project.	100%	35%
Effective capital spending on Waste Services (Solid Waste).	% spent of approved waste management (solid waste) capital budget.	100%	58%
Supply individual waste removal services to all formal households on application within 14 days after receipt of request.	% of new formal hh's with service.	100%	100%
Wellington new landfill site fence.	% Completion of Project.	100%	100%

Table 38: Waste Management Service Policy Objectives taken from IDP

Employee: Solid Waste Management Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	0	0	0	0	0
4-6	0	1	0	1	0
7-9	3	3	3	0	0
10-12	17	23	17	6	26
13-15	12	12	12	0	0
16-18	35	48	38	10	21
19-20	81	102	83	19	18.7
Total	148	189	153	36	19

Table 39: Employee- Solid Waste Management Services

Financial Performance 2012/2013: Solid Waste Management Services					
Details	Households				
	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-70,470,871	-80,411,090	-75,580,319	-77,092,124	-2.00
Expenditure:					
Employees	17,843,849	20,322,739	18,331,405	18,639,261	-1.68
Repairs and Maintenance	291,603	815,332	791,496	801,645	-6.73
Depreciation & Provisions				9,093,999	-28.96
Other	26,570,606	25,950,000	28,874,688	23,871,549	-10.55
Total Operational Expenditure	44,706,058	47,088,071	47,997,589	52,406,453	-9.80
Net Operational (Service) Expenditure	-25,764,813	-33,323,019	-27,582,730	24,685,671	11.37

Table 40: Financial Performance 2012/2013 - Solid Waste Management Services

Capital Expenditure 2012/2013: Waste Management Services					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance from adjustment budget	Total Project Value
Total all	5,950,000	5,955,781	3,406,770	57.20	3,406,770
<i>Major projects</i>					
Compost Mill/Transfer Station Upgrade	500,000	582,734	582,733	100.00	582,733
Rehabilitation Of Old Landfill Sites	4,000,000	3,882,753	1,379,658	35.53	1,379,658
Wellington Landfill Site Leachate Management Control	150,000	32,964	32,963	100.00	32,963

Table 41: Capital Expenditure 2012/2013 - Waste Management Services

WASTE MANAGEMENT SERVICE PERFORMANCE OVERALL:

Upgrading of the Drakenstein Landfill facility (Wellington)

The Drakenstein Landfill Facility's (in Wellington) existing structure was fast reaching capacity and the construction of the height extension was therefore required to provide additional disposal capacity.

The landfill receives refuse from both the public and the Municipal refuse collection service and therefore forms an integral part of the refuse management service delivered by the Municipality as it is the only operating sanitary landfill facility within the Drakenstein Municipality.

The design of any landfill is focused on the prevention of harmful substances retained within the landfill from polluting the surrounding environment. The design of the height extension was based on the original design of the landfill, which has been successful in this regard, and is basically a clay retaining berm build over the existing perimeter berm. The existing access into the landfill is through the existing berm which would be filled in to enable the construction of the new berm. A new access road was also designed which would allow access onto the landfill over the new clay berm. The design principles used were in accordance with the Minimum Requirements for Waste Disposal by Landfill, 2nd Edition (1998), distributed by the Department of Water Affairs, which provides specification guidelines for landfill design.

All unskilled labour on the contract was sourced from the local community.

Drakenstein Landfill Facility Fencing

The fencing project was motivated by the high crime rate and risk associated with the residential housing development on the eastern side of the railway line which is in close proximity of the landfill site and the Waste Water Treatment Works. People regularly crossed the railway line and unlawfully entered the premises in search of recyclable items on the rubbish heaps or children were swimming in the oxidation effluent dams at the Waste Water Treatment Works, imposing a risk not only for the individual, but also for the Municipality.

In order to minimise the risk the Municipality had to fence the landfill site to comply with their Waste License to operate a landfill site.

The specifications and level of security was determined by Drakenstein Municipality and they also insisted that the materials be supplied by a local manufacturer of the Western Cape. The type of fencing used is a high security fence and had to last for at least 20 years. High duty fencing was used on the perimeter of the site and medium duty fencing between the Landfill site and the Waste Water Treatment Works.

All unskilled labour on the contract was sourced from the local community.

Upgrading of the Hermon and Gouda Drop-off facilities.

The main purpose of the public drop-offs are to provide a facility to the general public to drop-off household or garden waste that does not form part of the weekly door-to-door collection service provided by the municipality. The public can dispose of general household waste at these facilities free of charge. All waste disposed at these facilities are accumulated in 6m³ skips which in turn are serviced by the municipality and transported and disposed at the Drakenstein Landfill outside Wellington.

For both of these contracts all unskilled labour was sourced from the local community

The specifications and level of security was determined by Drakenstein Municipality and they also insisted that the materials be supplied by a local manufacturer of the Western Cape. The type of fencing used is a high security fence and had to last for at least 20 years. High duty fencing was used on the perimeter of the site and medium duty fencing between the Landfill site and the Waste Water Treatment Works.

All unskilled labour on the contract was sourced from the local community.

3.5 HOUSING

INTRODUCTION TO HOUSING

During 2012/2013 financial year a total number of 672 houses were handover to beneficiaries. A total number of 430 sites were serviced. It must be highlighted that the department did quite well as 80% of targets were achieved with the handover of houses to beneficiaries and more that 100% of the target was achieved with regard to the serviced sites. The Department also received the award for Local Authority of the Year 2013 in recognition for providing the local community with affordable, good quality and environmentally friendly housing and services under adverse conditions. The Southern African Housing Federation commended the Municipality for harnessing local labour and creating work opportunities for many unemployed residents and exceeding all set targets for 2012/2013. The Provincial Department: Human Settlements also commended the Municipality for exceeding the set targets for 2012/2013 financial year. Due to funding constrains, the Municipality tried to prioritise long overdue projects some of which go back more than 15 years. The applications for funding approval for upgrading/ formalisation of informal settlement areas will bring relief and address the current housing backlog. There is an increase in demand for households earning more than R3,500 per month to be provided with housing opportunities. There are currently two GAP Housing Projects underway which will address this demand. Given the Municipality's housing backlog, as well as the fact that the Municipality does not have housing units that are readily available or vacant, the provision of emergency housing remains a huge challenge. The Municipality has had to attend to a number of fire incidents and has provided emergency kits for fire victims.

The Municipality has identified challenges and gaps:

- The current status of the rental stock requires urgent attention in terms of upgrading existing flats some of which might have to be demolished and re-built This issue remains a major challenge due to budget constraints coupled with low rental income;
- Illegal electricity connections by in informal settlements still continues to cause financial losses;
- Farm worker evictions is reaching critical levels for which the Municipality has to seek financial support from other spheres of government in order to provide emergency housing to meet the demand;
- The difficulties posed by the Prevention of Illegal Evictions Act hinders the Municipality in its efforts to evict illegal occupants on municipal properties;
- Impatient applicants on the waiting list who fail to accept the allocation processes are also a problem; and
- Limited funding available to increase housing delivery continues to impact on roll-out.

Housing Project Section is still understaffed to meet the challenges facing them. The revision of the Housing Organogram is intended to increase the capacity of the department to meet the requirements of the qualification criteria for housing accreditation.

Percentage of households with access to basic housing			
Year end	Total households (including formal and informal settlements)	Households in formal settlements	% of HHS in informal settlements
2010/2011	16,222	120	0.7%
2011/2012	17,033	187	1.1%
2012/2013	17,885	672	3.8%

Table 42: Percentage of households with access to basic housing

Housing Demand Database		
Year	Number of people on the Housing Demand Database	% Housing waiting list increase/decrease
2011/2012	36,995	3.4
2012/2013	37,890	2.4

Table 43: Housing Demand Database

Housing Service Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Sustainable Human Settlements (housing)			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Quarterly report to the Mayco, Provincial and National Department of Human Settlement on the progress with the housing implementation plan	No of reports submitted	4	4
Implement the Integrated Human Settlement Strategy plan through addressing housing Backlogs and reduce the Housing demand	No of Housing Opportunities Provided/completed (New Houses / Top Structures)	831	672
Implement the Integrated Human Settlement Strategy plan through addressing housing Backlogs and reduce the Housing demand	No of Housing Opportunities Provided/completed (Service sites)	370	430
Provide all disaster victims with emergency housing kits within 48 hours (applicable incidents (victims) reported by relevant departments/ nr of applicable incidents (victims) assisted)	% applicable victims assisted within 48 hours	100%	100%

Table 44: Housing Service Policy Objectives taken from IDP

Employee: Housing Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	3	3	3	0	0
4-6	3	3	3	0	0
7-9	6	7	6	1	14
10-12	24	26	24	2	8
13-15	12	14	12	2	14
16-18	2	2	2	0	0
19-20	28	30	28	2	7
Total	78	85	78	7	8

Table 45: Employee - Housing Services

Financial Performance 2012/2013: Housing Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-64,151,028	-82,385,434	-81,328,836	-88,877,459	-16.03%
Expenditure:					
Employees	14,901,857	15,868,291	15,169,050	14,919,897	1.64%
Repairs and Maintenance	3,346,994	1,207,235	1,369,087	557,064	59.31%
Depreciation & Provisions				9,452,794	11.78%
Other	85,680,707	95,582,853	87,753,395	84,531,757	-9.58%
Total Operational Expenditure	103,929,558	112,658,379	104,291,532	109,461,512	-4.85%
Net Operational (Service) Expenditure	39,778,350	30,272,945	22,962,696	20,584,053	25.95%

Table 46: Financial Performance 2012/2013 - Housing Services

Capital Expenditure 2012/2013: Housing Services					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	1,5051,000	8,506,954	6,744,819	79.29	6,744,819
<i>Major projects</i>					
Upgrading to houses & flats	1,200,000	1,276,429	1,223,997	95.8	1,223,997
Land acquisition & bulk services	8,500,000	4,803,726	5,055,374	105.24	5,055,374
	3,300,000	48,780	48,780	100.00	48,780
Emergency Housing Kits	250,000	253,000	0	0.00	0

Table 47: Capital Expenditure 2012/2013 - Housing Services

COMMENT ON THE PERFORMANCE OF THE HOUSING SERVICE OVERALL:

The Projects and Administrative Sections in the Housing Department strived to fulfil their mandates of providing houses, providing basic services, upgrading hostels and maintaining the exiting Municipal Housing Stock. This financial year the housing grants/subsidies obtained from the Provincial Department of Human Settlements amounted to R 91,395,000 which should be fully utilised by the 31 March 2014.

The four biggest projects undertaken this year are Drommedaris, New Siyazama, Fairyland and Siyashlala. Drommedaris will be completed by the 31 March 2014 as will New Siyazama. The top structures of these two projects are dedicated PHP developments.

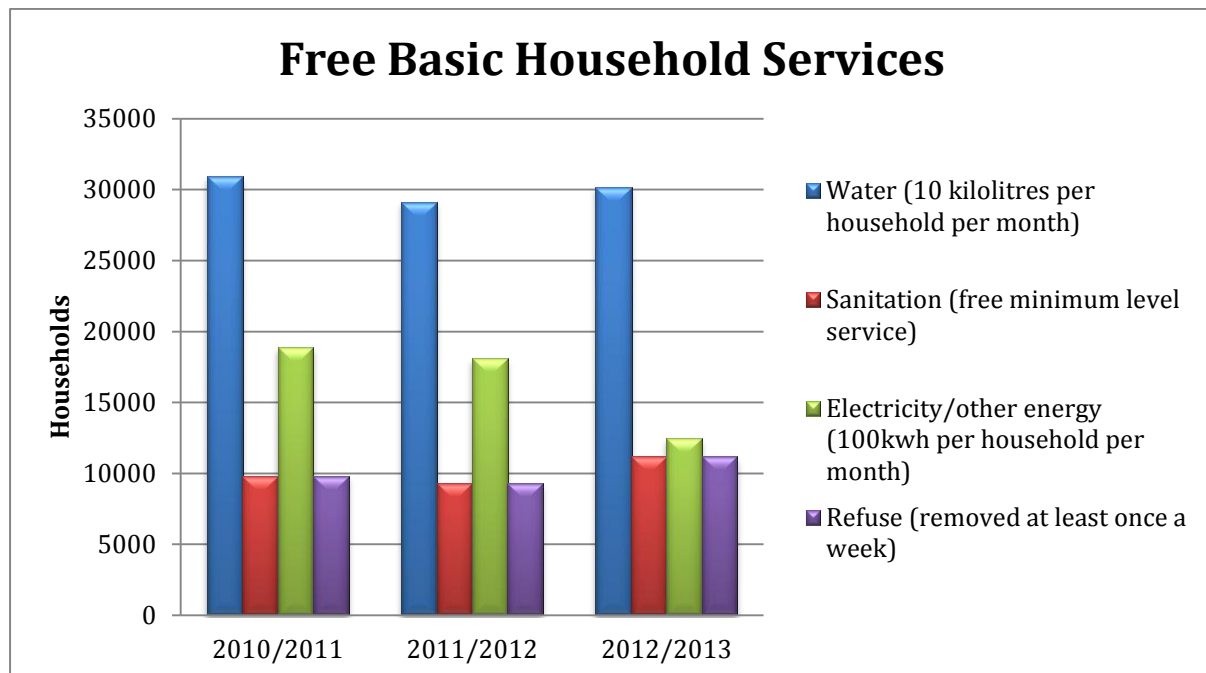
The completion of the two large contracts mentioned above will allow the commencement of projects in Lantana, Kingston Town and Gouda to proceed.

Separate developments of BNG, FLISP and GAP housing will also commence during the next financial year based on the good performance achieved this financial year. The upgrading of Hostels B and C will also commence in the next financial year. Unfortunately a huge demand has arisen for the provision of emergency housing during 2013 which will necessitate construction in this field during the first half of this financial year. The anticipated budget for the 2014/2015 will be reduced from that of 2013/2014 which will lead to greater challenges during 2014/2015.

3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT

INTRODUCTION TO FREE BASIC SERVICES AND INDIGENT SUPPORT

The Indigent Subsidy Scheme is based on the prescripts of the Indigent Policy of Council and is funded from the Equitable Share Grant from the National Fiscus. The Grant is administered to qualifying consumers who are unemployed, pensioners or consumers earning salaries less than two times the government pensioners' grant. All consumers of the Drakenstein Municipality receive 10kl free water per month and the indigent qualifying consumers receive 100kWh free electricity per month, free refuse removal, free sanitation and a rebate on their monthly property rates account.



Graph 9: Free basic household services

Free Basic Services to low income households										
Number of households										
Year	Total	Households earning less than R1,200 per month								
		Total	Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse	
			Access	%	Access	%	Access	%	Access	%
2010/2011	42,001		30,933	73.7	9,805	23.3	18,866	44.9	9,805	23.3
2011/2012	42,321		29,140	68.9	9,275	21.9	18,083	42.7	9,275	21.9
2012/2013	59,767		30,196	50.5	11,165	18.7	12,470	20.9	11,165	18.7

Table 48: Free Basic Services to low income households

Financial Performance 2012/2013: Cost to Municipality of Free Basic Services Delivered					
Services Delivered	2011/2012	2012/2013			
	Actual	Budget	Adjustment Budget	Actual	Variance to Adjustments Budget
Water	14,127	15,400	12,898	15,682	(2,693)
Waste Water (Sanitation)	9,576	12,000	9,938	11,392	(1,454)
Electricity	20,222	27,500	11,228	11,518	(290)
Waste Management (Solid Waste)	12,118	14,700	12,545	14,092	(1,547)
Total	56,043	69,600	46,700	52,684	(5,984)

Table 49: Financial Performance 2012/2013 - Cost to Municipality of Free Basic Services delivered

Free Basic Service Policy Objectives taken from IDP			
Strategic Objective (SO): Financial Sustainability (Municipal KPA)			
Municipal Key Focus Area (KFA): Budgeting / Funding			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Provide Indigent support to alleviate poverty with the registration of indigent households	Number of registered Indigent Households	9,500	11,165
Provide free basic services to indigent households.	Rand Value of free basic services to all households as a % of the equitable share	67.10%	66.00%
Provide free basic electricity to indigent households	No of households receiving free basic electricity	11,500	12,470
Provide free basic refuse removal to indigent households	No of households receiving free basic refuse removal	9,500	11,165
Provide free basic sanitation to indigent households	No of households receiving free basic sanitation.	9,500	11,165
Provide free basic water to indigent households.	No of households receiving free basic water	29,200	30,196
Provide free refuse and sanitation services to indigent households	Rand value of free basic services (refuse and sanitation) to indigent households.	22,483,364	22,784,313
Provide free refuse and sanitation services to indigent households	Rand value of free basic services (refuse and sanitation) to indigent households as a % of the equitable share	33.20%	32.80%
Provide free basic services to indigent households	Rand value of free basic services to all households	46,700,042	45,798,671

Table 50: Free Basic Service Policy Objectives taken from IDP

COMMENT ON FREE BASIC SERVICES AND INDIGENT SUPPORT

The Indigent Policy of Council determines that a household (main breadwinners of a household), residing on an erf, earning a combined gross income of equal or less than two times the monthly government social grant paid to old age pensioners or disabled persons qualifies for the indigent subsidy. The policy indicates that the qualifying persons are eligible for the following free basic services per month, 10kl free water, 100kWh free electricity, sanitation consumption, one refuse removal and property rates to the extent that is determined in the Property Rates Policy which is equivalent to R160,000, whereafter if the property value exceeds this amount an application to the Municipality for waiver of property rates tax should be submitted. The 10kl free water mentioned above is provided to all the households of the Drakenstein Municipal Area.

In the 2012/2013 financial year 11,165 households were provide with free sanitation and refuse removal and 12,470 households were provided with free basic electricity whilst 30,196 households were provided with free basic water. The households which were physically provided with free basic services far exceeds the targets set by the organisation, which means that more people could benefit from this grant. Council also approved a Writing Off Policy in February 2013, which has enabled indigent consumers to participate in a writing off of debt which they are unable to pay. The total Equitable Share Grant received by the Municipality for the 2012/2013 financial year amounted to R74,305,626 and the total Subsidy Granted to Indigent Households amounts to R74,305,626.

COMPONENT B: ROAD TRANSPORT

INTRODUCTION TO ROAD TRANSPORT

Drakenstein Municipality does not at present run a public transport system.

3.7 ROADS

INTRODUCTION TO ROADS

The basic functions of the Roads Section are to upgrade existing roads and streets, extend the network and maintain the existing network.

Upgrading of existing roads is planned in terms of priorities as determined in the IDP, Departmental planning and by the Municipality. The pace and extent of implementation determined by the allocated budget. Major achievements for the past financial year were the completion of the street upgrading in the New Rest, Carterville and OR Tambo areas to paved standards. Further funding will help to upgrade the streets and stormwater systems in Gouda, Saron and Hermon.

Extensions to the road network are planned in accordance with the Integrated Transportation Plan, addressing both Provincial and Municipal roads. Planning for the upgrading of various sections of road is underway but funding for construction will need to be sourced.

Maintenance of roads and streets is undertaken in accordance with the Pavement Management System. The limited budget provided for this important function leads to regression in the standard of roads and streets causing dangerous situations such as potholes.

Gravel Road Infrastructure				
				Kilometers
Year	Total gravel roads	New gravel roads constructed	Gravel roads upgraded to tar	Gravel roads graded/maintained
2010/2011	48.68	0	0.82	48.68
2011/2012	47.86	0	1.14	47.86
2012/2013	46.72	0	2.97	46.72

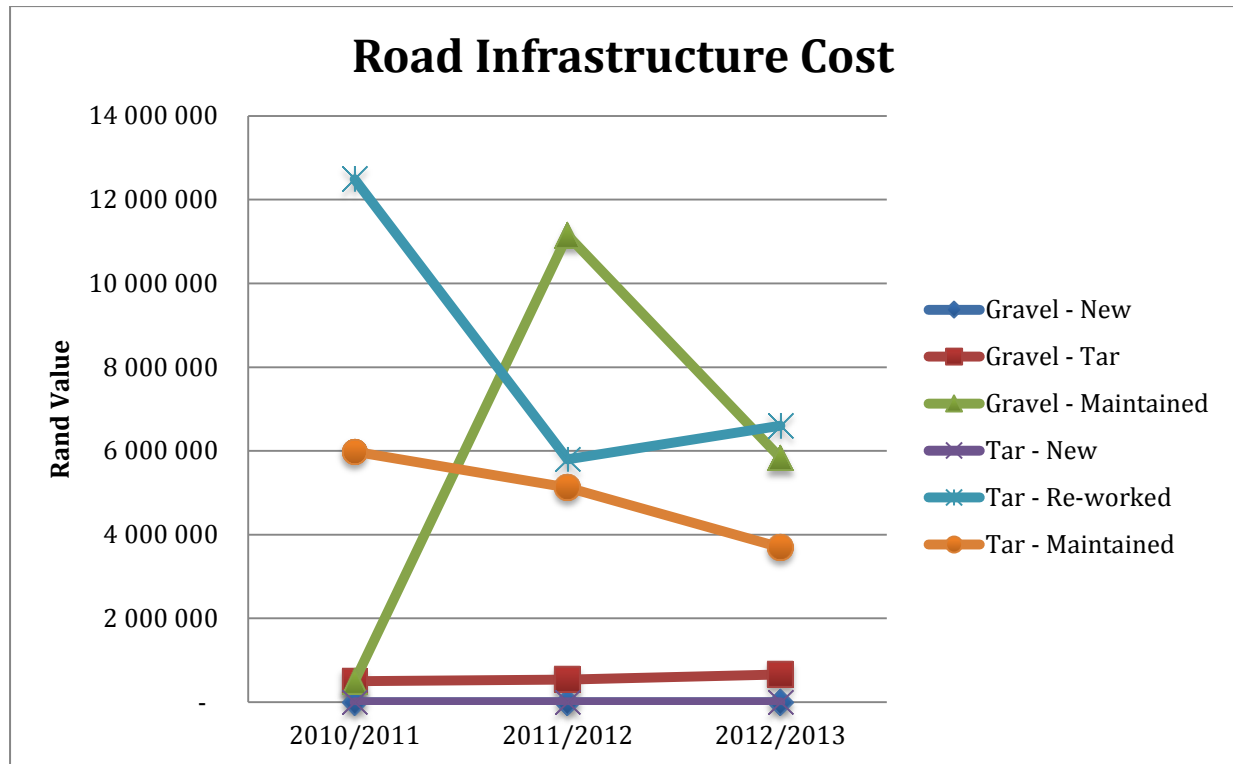
Table 51: Gravel Road Infrastructure

Asphalted Road Infrastructure					
					Kilometers
Year	Total asphalted roads	New asphalt roads	Existing asphalt roads re-asphalted	Existing asphalt roads re-sheeted	Asphalt roads maintained
2010/2011	502.52	0.821	5.40	0	502.52
2011/2012	503.66	1.14	2.208	0	503.66
2012/2013	506.46	2.97	18.87	0	506.46

Table 52: Asphalted Road Infrastructure

Cost of Construction/Maintenance						
						R`000
Year	Gravel			Tar		
	New	Gravel-Tar	Maintained	New	Re-worked	Maintained
2010/2011	0	500	502	0	12,490	5,982
2011/2012	0	11,150	540	0	5,798	5,128
2012/2013	0	5,836	660	0	6,600	3,700

Table 53: Cost of Construction/Maintenance



Graph 10: Road Infrastructure costs

Road Service Policy Objectives taken from IDP			
Strategic Objective (SO): <i>Physical Infrastructure and Energy Efficiency</i>			
Municipal Key Focus Area (KFA): <i>Roads and Stormwater</i>			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Elimination of gravel roads in townships.	Kilometres of gravel roads tarred (Kilometres of gravel road remaining).	46.72	2.97 km (46.72 Rem)
Development of municipal roads as required.	Kms of municipal roads developed.	2.970km	1.32 km included in above

Table 54: Road Service Policy Objectives taken from IDP

Employee: Road Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	1	3	2	1	33.3
7-9	4	6	4	2	66.6
10-12	13	15	13	2	13.3
13-15	12	15	12	3	20.0
16-18	67	83	67	16	19.2
19-20	0	0	0	0	0
Total	98	123	99	24	19.5

Table 55: Employee - Road Services

Financial Performance 2012/2013: Road Services					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-2,167,562	-3,984,777	(4,197,794)	(2,933,324)	30.12
Expenditure:					
Employees	19,853,924	23,332,214	20,505,325	20,394,528	0.54
Repairs and Maintenance	10,639,321	17,189,485	12,262,573	11,384,756	7.16
Depreciation & Provisions			34,838,621	32,907,971	5.54
Other	45,989,159	33,828,088	16,256,161	14,675,460	9.72
Total Operational Expenditure	76,482,404	74,349,787	83,862,680	79,362,715	5.37
Net Operational (Service) Expenditure	74,314,842	70,365,010	79,664,886	76,429,391	4.06

Table 56: Financial Performance 2012/2013 - Road Services

Capital Expenditure 2012/2013: Road Services					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	15,700,500	12,490,197	12,498,366	100.07	12,498,366
<i>Major projects</i>					
Primary routes 80% if unsubsidised	2,000,000	1,800,000	1,795,026	99.72	1,795,026
Roads: or Tambo Newrest and Newton	1,500,000	1,500,000	1,498,883	99.93	1,498,883
Upgrading van der Stel street	3,000,000	3,000,000	2,999,739	99.99	2,999,739

Table 57: Capital Expenditure 2012/2013- Road Services

THE PERFORMANCE OF ROADS OVERALL:

Within the constraints of provided budget the section is performing satisfactorily.

The main objectives in the section are to upgrade existing gravel streets to paved standard, extend the infrastructure in accordance with the transportation master Plan and maintain streets in accordance with the Pavement Management System.

Upgrading of streets in Paarl and Wellington has now been completed in a six phase project. Future projects entail the upgrading of all gravel streets in Gouda, Saron and Hermon to paved standard, including the provision of stormwater systems. The estimated cost for these projects is R 240,000 000. No provision is made on the budget for this purpose at present. The only remedy to this is the provision of sufficient funding.

Extensions to the major road network planned in accordance with the Transportation master Plan entailed for the present and future two financial years the planning and construction of the Van Der Stel Street link between Abattoirs and Klein Drakenstein Streets. Planning will be complete in the 2013/2014 financial year but funding for construction was removed from the budget.

In total some 42km of provincial roads are present in the Drakenstein Residential Areas. Most of these are maintained by the municipality on a 20/80 contribution rate by respectively the municipality and Provincial Government. The provision from provincial government in this regard is R261,000, an amount totally inadequate for proper maintenance.

Capital works for upgrading of provincial roads in the 2013/2014 financial year is adequate with envisaged funding for upgrading of Stokery Rd, R44, in Wellington and funds provided for resurfacing and planning for extensions to provincial roads.

3.9 WASTE WATER (STORMWATER DRAINAGE)

INTRODUCTION TO STORMWATER DRAINAGE

The priorities of the Stormwater Section are to upgrade existing services, install new systems as required and maintain existing services in order that removal of stormwater is done efficiently and effectively.

The systems in Drakenstein are at present capable of removing stormwater originating from a 1:3 to 1:5 flood situation. Some systems are also in need of upgrading, being of inferior quality and condition which is being done as budget permits.

Capital projects in this sector are focussed on the lining of existing pipes as the need arises.

Maintenance is a major problem especially with regards to cleaning of the systems. The continual dumping of refuse and pollutants into the systems causes regular blockages. The Section focuses on cleaning the system at least twice annually. This is becoming increasingly difficult because of perpetually having to attend to particular areas as well as staffing and budget constraints. Cleaning of all the systems once annually is achieved.

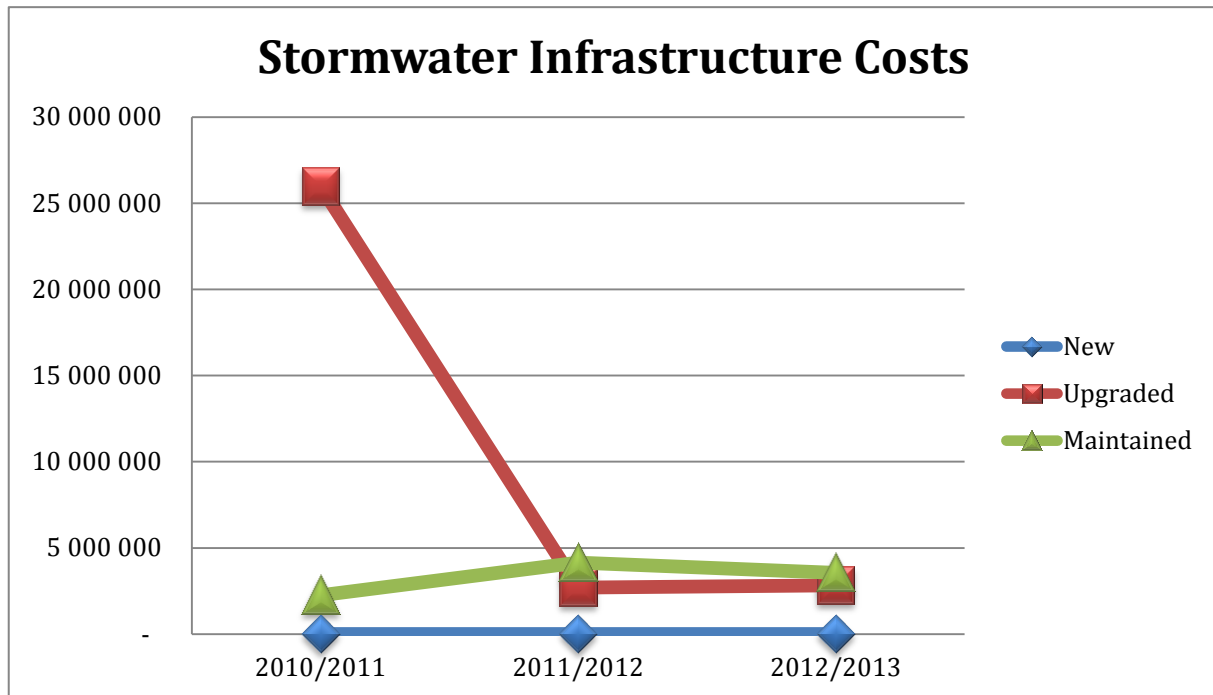
Informal settlements as well as all residents are assisted mainly by providing informal surface removal methods as well as support during rainy periods by the provision of materials and sandbags to prevent flooding.

Stormwater Infrastructure				
Kilometres				
Year	Total stormwater measures	New Stormwater measures	Stormwater measures upgraded	Stormwater measures maintained
2010/2011	353.675	0.205	1.067	353.675
2011/2012	353.88	0.113	1.150	353.88
2012/2013	354.00	0.126	0.348	354.00

Table 58: Stormwater Infrastructure

Cost of Construction/Maintenance			
R`000			
Year	Stormwater Measures		
	New	Upgraded	Maintained
2010/2011	0	25,996	2,254
2011/2012	0	2,700	4,153
2012/2013	0	2,820	3,550

Table 59: Cost of Construction/Maintenance



Graph 11: Stormwater infrastructure cost

Stormwater Policy Objectives taken from IDP			
Strategic Objective (SO): Physical Infrastructure and Energy Efficiency (Municipal KPA)			
Municipal Key Focus Area (KFA): Roads and Storm Water Infrastructure			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Development of fully integrated stormwater management systems including wetlands and natural water courses.	Km of system developed and upgraded	1 km	0.474km

Table 60: Stormwater Policy Objectives taken from IDP

Employee: Stormwater Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	0	0	0	0	0
4-6	1	1	1	0	0
7-9	2	2	2	0	0
10-12	3	3	3	0	0
13-15	6	8	6	2	25.0
16-18	49	52	49	3	5.77
19-20	0	0	0	0	0
Total	61	66	61	5	7.58

Table 61: Employee - Stormwater Services

Financial Performance 2012/2013: Stormwater Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-2,051,601	-645,277	(4,197,794)	(2,933,324)	30.12
Expenditure:					
Employees	19,218,688	22,615,447	20,505,325	20,394,528	0.54
Repairs and Maintenance	9,830,215	14,242,397	12,262,573	11,384,756	7.16
Depreciation & Provisions			34,838,621	32,907,971	5.54
Other	45,802,133	35,019,719	16,256,161	14,675,460	9.72
Total Operational Expenditure	74,851,036	71,877,563	83,862,680	79,362,715	5.37
Net Operational (Service) Expenditure	72,799,435	71,232,286	79,664,886	76,429,391	4.06

Table 62: Financial Performance 2012/2013 - Stormwater Services

Capital Expenditure 2012/2013: Stormwater Services					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	8,012,344	5,965,952	5,642,036	94.57	5,642,036
<i>Major projects</i>					
Projects :Stormwater	1,800,000	1,766,200	1,747,138	98.92	1,747,138
Versailles street Wellington channel	750,000	726,000	725,236	99.89	725,236
Closing of open s/water channel sar/go	300,000	121,150	121,147	100.00	121,147

Table 63: Capital Expenditure 2012/2013 - Stormwater Services

COMMENT ON THE PERFORMANCE OF STORMWATER DRAINAGE OVERALL:

The priorities of the Stormwater Section are to upgrade existing services, install new systems as required and maintain existing services in order that removal of stormwater is done efficiently and effectively.

The systems in Drakenstein are at present capable of removing stormwater originating from a 1:3 to 1:5 flood situation. Some systems are also in need of upgrading, being of inferior quality and condition.

Capital projects entail the lining of existing pipes as required.

Maintenance is a major problem especially with regards to cleaning of the systems. The continual dumping of refuse and pollutants into the systems caused regular blockages. The intention of the section is to clean the system at least twice during any year. This is becoming increasingly difficult. Cleaning of all the systems once per annum is achieved.

Informal settlements as well as all residents are assisted mainly by providing informal surface removal methods as well as support during rainy periods by the provision of materials and sandbags to prevent flooding.

COMPONENT C: PLANNING AND DEVELOPMENT

INTRODUCTION TO PLANNING AND ECONOMIC DEVELOPMENT

Planning and Economic Development has the challenge to support improved livelihoods to the people of Drakenstein Municipality through the provision of efficient and predictable services. These are done by facilitating development applications, speedy approval of building plans and identifying economic opportunities which lead to better employment opportunities

3.10 PLANNING

Division: Land Survey and Valuations

Section: Land Survey

The purpose of the Land Survey Section is to provide a technical support service regarding land related matters to ensure efficient service delivery and orderly and sustainable development. The Land Survey Section is responsible for the processing of land development applications e.g urban land subdivisions, removal of restrictive Title conditions prohibiting land subdivision, encroachments, road and public place closures, scrutinising building plans in respect of property and cadastral information, drawing of building plans for minor municipal projects and the verification of municipal property boundaries using land survey methods.

Section Valuations

The purpose of the Valuation Section is to establish and maintain a reliable Property Valuation Roll as the basis for the levying of municipal property taxes. The Valuation Section is responsible for arranging the execution of the General Valuation (GV) Roll every four years and Supplementary Valuation (SV) Rolls (at least twice annually except for the year during which the new General Valuation Roll is implemented when only one SV is done.

During 2012/2013 the 6th Supplementary Valuation 2008 valuations were done comprising 536 properties. Eleven objections and one appeal were received in respect of the 6th Supplementary Valuation 2012.

During 2012/2013 General Valuation Roll 2012 was finalised. This roll was valid from 1 July 2013 and will be in place until 30 June 2017. The GV 2012 comprised the valuation of 41,820 properties which resulted in 1,042 objections of which 79 were taken on appeal.

Division: Spatial Planning

The Division Spatial Planning consists of a Spatial Planning Unit, a Heritage Unit and a GIS Unit.

Spatial Planning Section

The purpose of spatial planning is to provide a framework for the spatial vision and form of Drakenstein Municipality. The approved Spatial Development Framework (SDF) provides guidelines for future development and growth of the Municipal Area in a predictable manner to enhance the quality of life of its residents. The SDF will be reviewed in the 2013/2014 and 2014/2015 financial year with the main priority being to guide new investment, give effect to the principles as stated in the Integrated Development Plan and identify priority areas for strategic intervention.

Heritage Section

The purpose of heritage is to identify, protect and manage the heritage (built form) of the Drakenstein Municipality. A key project was the completion of a heritage resources survey which was approved by Heritage Western Cape in 2013. Another project completed was the heritage guidelines booklet for residents and developers.

GIS Section

The purpose of the GIS Section is to provide and maintain the geographical information system for planning services within Drakenstein Municipality. A major project was the completion of the cadastral base layers and their incorporation into the Customer Care System of the Municipality.

Division: Land Use Planning

The purpose of land use planning is to cater for development to take place in a predictable manner, in order to enhance the living quality of the residents, but also to cater for progress in the Drakenstein Municipal Area as a whole. The Land Use Planning Section is responsible for the processing of applications for land use changes (by means of rezoning, consent uses, departures, temporary departures, amendment of conditions of approval and removal of restrictive Title conditions), farm subdivisions, scrutinising of building plans for compliance with zoning parameters and attending to illegal land uses. The most important tool in land use management is the Zoning Scheme Regulations, of which four different sets are currently in existence for different parts of the Municipal Area. In order to cater for one integrated set for the whole of the Municipal Area, an integrated Zoning Scheme is to be compiled. As a first phase of compiling an Integrated Zoning Scheme, a GIS based Zoning Map has been compiled.

Division: Building Control

The main purpose of building control is to process and assess new building plan applications, to monitor building work and to act against unauthorised building activities to promote orderly building development that will benefit and promote the living environment of the citizens of the Municipal Area.

Application for Land Use Development						
Detail	Formalisation of Townships		Rezoning		Built Environment	
	2011/2012	2012/2013	2011/2012	2012/2013	2011/2012	2012/2013
Planning application received	13	15	43	59	4,673	3,078
Determination made in year of receipt	3	3	5	17	3,394	2,662
Determination made in following year	8	-	15	-	1,279	416
Applications withdrawn	0	0	0	1	0	11
Applications outstanding at year end	10	12	38	41	600	416

Note: "Formalisation of Townships" includes farm subdivisions and subdivision of urban erven. Rezoning includes consent uses, departures, temporary departures, amendment of conditions of approval and the removal of restrictive title conditions

Table 64: Application for Land Use Development

Planning Policy Objectives taken from IDP			
Strategic Objective (SO): Services and Customer Care (Municipal KPA)			
Municipal Key Focus Area (KFA): Building Regulations and Municipal Planning			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Building plans scrutinised with regard to compliance with cadastral information and ownership within 7 days from receipt from Building Control.	% of building plans scrutinised within 7 days.	90%	100% A total of 1535 building plans scrutinised.
Evaluation of and report writing regarding urban land subdivision and submitted to Corporate Services (delegated matters) and MayCo (non-delegated matters), within 30 days after all required input has been received	% of reports drafted within 30 days.	90%	100% 13 Urban land subdivision applications disposed of.
Land related application reports drafted and evaluated and forwarded to Corporate Services for Mayoral Committee resolutions, within 30 days after receiving input from all relevant parties.	% of reports drafted within a period of 30 days.	90%	94.17%
New or existing property records updated within 30 days after receiving Monthly Completion List from Building Control.	% of Property Records completed within 30 days.	90%	86.58%
Advertisements drafted and forwarded to Corporate Services within 30 days after receiving a complete land use planning application.	% of advertisements drafted within a period of 30 days	80%	98% 74 adverts in total - 73 within target of 30 days – 6 days on average
Delegated decision making reports drafted and forwarded to Corporate Services for the issuing of the necessary letters of approval, within 30 days after receiving input from all relevant parties.	% of reports drafted within a period of 30 days	80%	81% 58 reports in total - 47 within target of 45 days - 16 days on average
Non-delegated decision making reports drafted and submitted to HOD: Planning Services, within 45 days after receiving input from all relevant parties.	% of reports drafted and submitted within a period of 45 days	80%	100% 26 reports in total - 26 within target of 60 days – 21 days on average
Building plans scrutinised with regard to compliance with the zoning scheme regulations within 7 days after receipt from Building Control	% of building plans scrutinised within 7 days	80%	91% 910 Building Plans in total - 831 within target of 14 days – 3 days on average
Reports with comment on new land use applications within 30 days after receipt.	% of reports to Land use Planning within 30 days after receipt.	80%	70.83% 21 Reports received and 15 reports finalised within the

Planning Policy Objectives taken from IDP			
Strategic Objective (SO): Services and Customer Care (Municipal KPA)			
Municipal Key Focus Area (KFA): Building Regulations and Municipal Planning			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
			required timeframe
Scrutinise and submit comment on building plans, signage applications, consent and rezoning applications for adherence to heritage requirements.	% of applications submitted to Heritage Committee for comment within 30 days after receipt from relevant section.	95%	100% 165 applications received (123 building plans, 38 rezoning applications, 1 demolition and 3 signage applications) and 165 applications finalised within the required timeframe
Building plan applications distributed for comment within 3 days after date of submission and payment received.	% completed within 3 days.	80%	100%
Building plans exceeding 500 square meters (approved/not approved) responded to within 60 days after submission and payment and/or final comments received.	% plans disposed of.	80%	100%
Building plans not exceeding 500 square meters (approved/not approved) respond within 30 days after submission and payment and/or final comments received.	% plans disposed of	80%	100%
Building related complaints and illegal building work attended to within 7 days after complaint has been received.	% of complaints attended to within 7 days.	80%	100%
Official building inspections done within 5 days after request has been received.	% of inspections done within 5 days.	80%	100%

Table 65: Planning Policy Objectives taken from IDP

Employee: Planning Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	4	4	4	0	0
4-6	9	12	9	3	25
7-9	19	21	19	2	10
10-12	10	10	10	0	0
13-15	2	2	2	0	0
16-18	1	2	1	1	50
19-20	2	2	2	0	0
Total	47	53	47	6	11

Table 66: Employee - Planning Services

Financial Performance 2012/2013: Planning Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-3,149,390	-5,275,575	-4,333,807	-3,978,649	8.20
Expenditure:					
Employees	19,613,751	22,314,893	17,953,171	17,791,754	0.90
Repairs and Maintenance	69,628	142,615	75,653	21,913	71.03
Depreciation & Provisions			898,559	1,004,539	-11.79
Other	7,666,148	8,383,947	5,308,065	4,771,319	10.11
Total Operational Expenditure	27,349,527	30,841,455	24,235,448	23,589,524	2.67
Net Operational (Service) Expenditure	24,200,137	25,565,880	19,901,641	19,610,875	1.46

Table 67: Financial Performance 2012/2013- Planning Services

Capital Expenditure 2012/2013: Planning Services					
					R
Capital Projects	2012/2013				
	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	173,000	173,000	165,432	95.63	165,432
<i>Major projects</i>					
Conference Room Data Projector	8,000	10,763	10,762	99.99	10,762
Software: 6 x Autocad Licenses	80,000	87,015	87,014	100.00	87,014
Data Storage (IMS)	80,000	47,866	44,100	92.13	44,100

Table 68: Capital Expenditure 2012/2013 - Planning Services

COMMENT ON THE PERFORMANCE OF PHYSICAL PLANNING OVERALL:

The primary projects of the Planning Services Department are operational of nature. The capital expenditure during the financial year was for the provision of equipment to the department.

Operational Projects 2012/2013

The Spatial Planning Section embarked on a Strategic Environmental Assessment (SEA) for the Klappmuts North Area in order to provide guidance on the development potential of land in the area. This SEA will inform the next phase, being a Precinct Plan for the Klappmuts North Area.

The compilation of a Simondium Precinct Plan was initiated to address the overall spatial vision, together with development proposals for the future land use of the area.

The Heritage Resources Survey was finalised and submitted to Heritage Western Cape. The Heritage Resources Survey was subsequently approved by Heritage Western Cape in May 2013. The compilation of heritage guidelines for Drakenstein Municipality was also finalised in the 2012/2013 financial year. These heritage guidelines will be featured in a user-friendly heritage booklet in the 2013/2014 financial year.

Base layers for cadastral information has been finalised and will be incorporated as part of the Customer Care Management System of Drakenstein Municipality.

3.11 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)

Local Economic Development is driven by the Municipality through its LED Strategy. The Strategy focuses on striking a balance between growing the local economy and through that process makes a contribution towards alleviating poverty. Local Economic Development includes the tourism sector which is one of the growth sectors in the economy; and major interventions are made to ensure that the sector is growing and creates jobs that are needed in the Drakenstein. In terms of service delivery the Local Economic Development and Tourism Unit takes responsibility for four major objectives:

- (1) Mainstream LED in order to cut red tape and make Drakenstein investment friendly;
- (2) Coordinate job creation activities through national and local programmes;
- (3) Provide support to the informal sector by providing critical infrastructure; and
- (4) Develop and support a vehicle for the development of the tourism sector.

In terms of providing services in the abovementioned objectives the Unit achieved the following:

- Establishment of Red Tape Reduction Steering Committee and the development of a LED Charter to mainstream LED throughout the organisation;
- Development of informal trading markets in Paarl CBD and Arendsnes;
- Creation of 1,000 work opportunities through the EPWP and CWP Projects; and
- Establishment of LTO as a vehicle to develop tourism in the Drakenstein.

In terms of our contribution in poorer communities, we have initiated a skills development programme which provides quarterly training courses for unemployed people to make them more employable.

The limitation of the Section is however, the lack of capacity in terms of the staff component. However this could be addressed through the current organisational restructuring process.

Economic Activity by Sector			
R'000			
Sector	2010/2011	2011/2012	2012/2013
Agric, forestry and fishing	775,922	825,165	904,353
Mining and quarrying	5,465	6,388	3,922
Manufacturing	2,090,645	2,054,015	2,149,932
Wholesale and retail trade	159,9795	1,765,032	1,937,781
Finance, property, etc.	2,801,680	2,650,312	2,907,352
Govt, Community and Social Services	2,328,749	2,585,288	2,796,110
Infrastructure Services	478,091	508,485	530,758
Total	10,080,347	10,394,685	11,230,208

Table 69: Economic Activity by Sector

Economic Employment by Sector			
Sector	Jobs		
	2010/2011	2011/2012	2012/2013
Agric, forestry and fishing	14,277	13,769	15,198
Mining and quarrying	32	30	29
Manufacturing	11,754	11,530	11,827
Wholesale and retail trade	9,398	9,290	9,428
Finance, property, etc.	5,885	5,856	6,034
Govt, Community and Social Services	13,185	13,909	14,754
Infrastructure Services	3,587	3,404	3,390
Total	58,118	57,788	60,660

Table 70: Economic Employment by Sector

Currently, the LED Section is responsible for the coordination of the job creation programme of the Municipality. With this responsibility there are basically two programmes that provide short term work opportunities to unemployed people:

- (1) The Expanded Public Works Programme; and
- (2) The Community Work Programme.

Job creation through EPWP* Projects		
Details	EWP Projects No.	Jobs created through EPWP Projects No.
2010/2011	2	125
2011/2012	4	287
2012/2013	5	487
*Expanded Public Works Programme		

Table 71: Job creation through EPWP Projects

Local Economic Development Policy Objectives taken from IDP			
Strategic Objective (SO): Economic Growth and Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Trade and Industry			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Capacity building and Skills Development for historically disadvantaged and underdeveloped areas.	Number of training courses offered.	4 Training programmes to be offered.	4 Training courses offered in Accounting, Basic Business, Basic Sewing, and Glazing.
Development of informal trading structures in CBD.	Percentage completed.	100% completed by June 2013.	Units completed in New Street and Klein Drakenstein Road.
Development of Arendsnes Informal Trading Market.	Percentage completed.	100% completed by June 2013.	Project completed.
Establishment of a NPC for the promotion of tourism in Drakenstein.	Council Resolution.	Council Resolution by March 2013.	NPC established. Received Council Resolution by February 2013.

Table 72: Local Economic Development Policy Objectives taken from IDP

Employee: Local Economic Development Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	1	1	1	0	0
7-9	3	4	3	1	25
10-12	6	6	6	0	0
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	1	1	1	0	0
Total	12	13	12	1	8

Table 73: Employee - Local Economic Development Services

Financial Performance 2012/2013: Local Economic Development Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	0	-525	-643,975	0	100.00
Expenditure:					
Employees	3,105,015	3,808,558	3,214,527	3,191,646	0.71
Repairs and Maintenance	32,998	31,804	31,106	34,993	-12.49
Depreciation & Provisions				486,094	3.04
Other	3,346,884	2,192,030	2,933,142	1,567,583	35.54
Total Operational Expenditure	6,484,897	6,032,392	6,178,775	5,280,316	14.54
Net Operational (Service) Expenditure	6,484,897	6,031,867	5,534,800	5,280,316	4.60

Table 74: Financial Performance 2012/2013 - Local Economic Development Services

Capital Expenditure 2012/2013: Local Economic Development Services					
Capital Projects	2012/2013				
	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	1,000,000	1,260,000	1,209,064	95.96	1,209,064
<i>Major projects</i>					
Arendnes Informal Trading Market	500,000	500,000	494,519	98.90	494,519
LED & tourist development projects	200,000	200,000	175,400	87.70	175,400
Informal trading kiosks in Paarl cbd	200,000	200,000	196,082	98.04	196,082

Table 75: Capital Expenditure 2012/2013 - Local Economic Development Services

In terms of the capital projects for the LED Section, the project that was implemented was the Arendnes Informal Trading Market. In this project we developed an informal trading market for the traders in Wellington. In the spending of the capital funds approximately 20 work opportunities were created for unemployed labourers and artisans from the community.

COMPONENT D: COMMUNITY AND SOCIAL SERVICES

Community Development.

The Community Development Section is responsible for poverty relief initiatives, support to vulnerable groups, including youth, gender, the disabled and the Early Childhood Development Sector. They also manage the Mayoral Ward Projects in 31 wards and the distribution of the Grant in Aid Funds. They are also responsible for the management and development of programmes projects at the two Thusong Centres in Mbekweni and Paarl East.

The strategic programmatic focus of the Section is to develop and establish Social Support Networks and the development and promotion of Community Livelihood Strategies. The principles guiding the implementation of programmes and projects are based on labour intensive job creation initiatives that sustain and support impoverished households.

Community Development Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Poverty Alleviation			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Soup Kitchens Furniture & Equipment TL81	% completion of project with approved budget	100 %	100 %
Soup Kitchens – Upgrade TL80	% completion of project with approved budget	100 %	100 %
Multi-Purpose Centre – Mbekweni TL78	% completion of project with approved budget	100 %	100 %
Multi-Purpose Centre – Paarl-East TL82	% completion of project with approved budget	100 %	100 %
Established a Drakenstein Gender Forum to promote Gender Equity TL414	% completion of project with approved budget	100 %	100 %
Established a Drakenstein ECD Forum through amalgamating existing local TL415	% completion of project with approved budget	100 %	100 %
ECD Infrastructure TL83	% completion of project with approved budget	100 %	100 %
Develop the skills of the ECD sector TL447	% completion of project with approved budget	100 %	100 %
Develop the skills of the youth to access job opportunities TL448	% completion of project with approved budget	100 %	100 %
Develop a ECD Policy TL416	% completion of project with approved budget	100 %	100 %
Formal Interaction with other spheres of Governments regarding culture TL403	% completion of project with approved budget	100 %	100 %

Table 76: Community Development Policy Objectives taken from IDP

3.12 LIBRARIES

Although libraries are seen as an unfunded mandate, it is a service provided to the entire Drakenstein community. The library services are provided as a joint responsibility of Provincial and the Municipality.

Drakenstein Library and Information Services' main objective is to serve the public's information needs generally, as well as offering materials and programmes for educational, entertainment and leisure purposes

Libraries' unique value to the public is that they are the gateway to knowledge, provide the condition for lifelong learning, independent decision-making and the development of the individual and social groups which include information, programmes and projects such as:

- Literacy and skills development;
- Reading and writing activities and programmes;
- Computer literacy skills and opportunities;
- School project services and protected places for study;
- Services to institutions, vulnerable groups and the aged; and
- Support to entrepreneurship and business development.

Learners and students had access to 7,349 resources to support their curriculum. More than 778 programmes were held which include holiday programmes, library week celebration themed, "Educate yourself at your library" and interactive community programmes. Approximately 9,200 people visited Drakenstein Libraries each month.

There are 8 libraries and 8 satellite libraries across Drakenstein Municipality providing a range of services including:

- Access to books and other resources;
- Access to newspapers and periodicals;
- Advice and information in various resources;
- Reader development;
- Access to different kinds of information;
- Book education;
- Library orientation;
- Story telling; and
- Arts and cultural events.

Service Statistics for Libraries					
Programme	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Book Education	73	29	38	117	257
Class visits and Library Orientation	57	13	43	41	154
Community Programmes	79	75	53	149	356
Displays	117	108	108	109	442
Formal book discussions	26	16	18	25	85
HIV/AIDS Programmes	1	6	1	1	9
Library Programme/activities	48	61	51	55	215
Literacy sessions facilitated	44	14	5	15	78
Outreach Programmes	52	42	46	67	207
Learner Support	2,603	790	1,284	2,672	7,349
Storytelling sessions	103	58	86	120	367
Circulation	211,762	185,823	190,315	210,935	798,835
Membership	69,930	71,048	72,373	73,905	73,905
New members added	1,368	1,118	1,325	1,532	5,343
Library stock	Provincial		Own		Total
	193,674		37,961		231,635

Table 77: Service Statistics for Libraries

Libraries; Community Facilities; Other Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Libraries			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Upgrade of libraries TL88	% completion of project with approved budget	100 %	99%
Upgrade of libraries TL94	% completion of project with approved budget	100 %	100%
Upgrade of libraries TL101	% completion of project with approved budget	100 %	97%
Upgrade of libraries TL104	% completion of project with approved budget	100 %	96.6%
Upgrade of libraries TL105	% completion of project with approved budget	100 %	99%
Garden DevelopmentTL116	% completion of project with approved budget	100 %	42%

Table 78: Libraries, Community Facilities, and other Policy Objectives taken from IDP

Employees: Libraries; Community Facilities, Other					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	4	5	4	1	20
7-9	14	15	14	1	7
10-12	32	36	33	3	8
13-15	44	47	45	2	4
16-18	72	88	72	16	18
19-20	178	212	178	34	16
Total	345	404	347	57	14

Table 79: Employees- Libraries, Community Facilities and Other

Financial Performance 2012/2013: Libraries, Community Facilities, Other					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-5,491,456	-1,742,814	1,852,144	-1,765,225	4.69
Expenditure:					
Employees	7,598,033	9,574,557	9,300,287	7,946,614	14.56
Repairs and Maintenance	180,235	245,347	214,631	317,894	-30.34
Depreciation & Provisions				1,552,602	-4.26
Other	2,335,263	2,506,721	2,679,322	2,828,901	-126.15
Total Operational Expenditure	10,113,531	12,326,625	12,194,240	12,646,011	-2.95
Net Operational (Service) Expenditure	4,622,075	10,583,811	10,342,096	10,880,786	-4.30

Table 80: Financial Performance 2012/2013 - Libraries, Community Facilities and Other

Capital Expenditure 2012/2013: Libraries, Community Facilities, Other					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	651,970	1,299,094	1,242,391	95.64	1,242,391
<i>Major projects</i>					
Upgrading of library	347,800	634,654	623,000	98.16	623,000
Expansion of library services	0.00	437,124	436,260	99.80	436,260
Trolleys	28,500	14,529	14,528	99.99	14,528

Table 81: Capital Expenditure 2012/2013 - Libraries, Community Facilities and Other

COMMENT ON THE PERFORMANCE OF LIBRARIES, COMMUNITY FACILITIES; OTHER OVERALL:

The construction the Paarl East Multi-Purpose Centre was a major capital project for the Community Services Directorate. The Community Development Section was responsible for this project and the construction was completed in April 2012. The Drakenstein Municipality disbursed an amount of R18,122,574 for the facility and there was a retention of R671,159 which amounted to R18,793,733. At the end of June 2012 an amount of R17,278,035 was paid out and this represented 92.38% expenditure of the amount budgeted.

3.13 CEMETRIES AND CREMATORIA

Drakenstein Municipality has seven cemeteries which are in use. The two top priorities for Cemeteries Section is the providing of a new cemetery and maintenance of the current cemeteries. The measure that was put into place to improve the maintenance of the cemeteries was the design and implementation of a maintenance plan for the cemeteries.

The number of burials that took place for the period 1 July 2012 until 30 June 2013 is 1,338. Drakenstein Municipality does not have a Municipal Crematorium but monitors the emissions of the private one.

Cemeteries and Crematoria Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Cemeteries and Crematoria			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Develop of A new Cemetery	Number of new cemeteries developed.	Develop of one new Cemetery.	Develop of one new Cemetery.

Table 82: Cemeteries and Crematoria Policy Objectives taken from IDP

Employees: Cemeteries and Crematoria					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3		0	0	0	0
4-6		0	0	0	0
7-9		0	0	0	0
10-12		2	2	0	0
13-15		0	0	0	0
16-18		3	3	0	0
19-20		9	9	0	0
Total		14	14	0	0

Table 83: Employees - Cemeteries and Crematoria

Financial Performance 2012/2013: Cemeteries and Crematoria					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-1,463,226	-1,871,075	-1,564,372	-1,530,620	2.16
Expenditure:					
Employees	2,148,892	1,996,362	2,017,998	1,948,228	3.46
Repairs and Maintenance	103,530	141,040	127,162	83,762	28.95
Depreciation & Provisions				564,794	-2.51
Other	918,969	1,049,354	1,042,690	397,052	23.69
Total Operational Expenditure	3,171,391	3,186,756	3,187,850	2,993,836	6.65
Net Operational (Service) Expenditure	1,708,165	1,315,681	1,623,478	1,463,216	10.93

Table 84: Financial Performance 2012/2013: Cemeteries and Crematoria

Capital Expenditure 2012/2013: Cemeteries and Crematoria					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	5,651,000	5,877,089	5,838,072	99.34	5,838,072
<i>Major projects</i>					
Develop of a new cemetery	5,000,000	5,513,256	5,513,254	100.00	5,513,254
Saron Cemetery: Upgrade	40,000	39,200	39,117	99.79	39,117

Table 85: Capital Expenditure 2012/2013 - Cemeteries and Crematoria

THE PERFORMANCE OF CEMETERIES AND CREMATORIA OVERALL:

The largest capital project was the development of a new cemetery for Drakenstein. This project was completed within the approved budget. The target for the next five years is the identifying of suitable land for the development of another cemetery for Drakenstein. The development will start during this period.

3.14 CHILD CARE, AGED CARE SOCIAL PROGRAMMES

The Early Childhood Development Sector (ECD) is serviced by the Community Development Section. The top service delivery priorities for the sector were;

- (1) To establish the Early Childhood Forum within the Drakenstein Municipal Area. This process included mobilising and combining all the existing ECD Forums within the Drakenstein Municipal Area into a single representative structure, as well as amalgamating all other structures and motivating that they join a united representative body. The Forum was established in September 2012;
- (2) To facilitate training for ECD practitioners on needs that had been recognised by the ECD forum as priority training needs. Training was provided to 367 ECD practitioners; and
- (3) To renovate and upgrade the ECD facilities. Happy Toddlers ECD Centre was renovated and an amphitheatre was built. E Lollipop ECD Centre in Wellington was painted.

Child Care; Aged Care; Social Programmes Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Special Programmes (Gender, Elderly, Youth and Disabled)			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Established a Drakenstein ECD Forum through amalgamating existing local TL415	% completion of project with approved budget	100 %	100 %
ECD Infrastructure TL83	% completion of project with approved budget	100 %	100 %
Develop the skills of the ECD sector TL447	% completion of project with approved budget	100 %	100 %
Develop the skills of the youth to access job opportunities TL448	% completion of project with approved budget	100 %	100 %
Develop a ECD Policy TL416	% completion of project with approved budget	100 %	100 %

Table 86: Child Care, Aged Care, and Social Programmes Policy Objectives taken from IDP

Employees: Child Care, Aged Care, Social Programmes					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3		1	1	0	0
4-6		0	0	0	0
7-9		4	3	1	25
10-12		3	3	0	0
13-15		0	0	0	0
16-18		0	0	0	0
19-20		0	0	0	0
Total		8	7	1	12.5

Table 87: Employees - Child Care, Aged Care, Social Programmes

Financial Performance 2012/2013: Child Care, Aged Care, Social Programmes					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-	-	-	-	-
Expenditure:	-	-	-	-	-
Employees	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Depreciation & Provisions	-	-	-	-	-
Other	-	-	-	-	-
Total Operational Expenditure	-	-	-	-	-
Net Operational (Service) Expenditure	-	-	-	-	-

*Note: Financial information is not broken down into these groups.

Table 88: Financial Performance 2012/2013 - Child Care, Aged Care, Social Programmes

Capital Expenditure 2012/2013: Child Care, Aged Care, Social Programmes					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	1,800,000	2,364,933	1,932,668	81.72	1,932,668
<i>Major projects</i>					
ECD infrastructure	250,000	137,370	137,370	100.00	137,370
Rural community development	250,000	205,000	142,174	69.35	142,174
Soup kitchens - upgrade	80,000	80,000	79,926	99.91	79,926

Table 89: Capital Expenditure 2012/2013 - Child Care, Aged Care, Social Programmes

THE PERFORMANCE OF CHILD CARE; AGED CARE; SOCIAL PROGRAMMES OVERALL:

Youth

A Youth day commemoration was held at the Paarl East Multipurpose Thusong Service Centre. The 16 June commemoration was attended by 2,000 youth over a period of 3 days. The event which took the form of an exhibition on opportunities for youth was the culmination of the efforts of various government departments, the NGO sector, tertiary institutions and the Banking sector.

The Drakenstein Youth Council was established by the various youth formations from representatives from the 31 wards within the Drakenstein Municipal Area.

Peer training.

20 youth participants received training on various aspects of Local Government. These youth then held 5 workshops in the different areas of the Drakenstein Municipal Area, providing peer training on matters of Local Government such as the Role of Local Government in dealing with HIV/Aids.

Skills Training for Youth

The Skills Training for youth was premised on the principle that all skills training had to result in the participant being able to immediately access a job opportunity as an outcome of the skill that had been learnt.

Skills Training (Course)	Participants
Bricklaying	20
Hairdressing	30
Beautician Training	20
Computer Training	40
Participatory Democracy	20
Home Based Care	30

Table 90: Skills Training for youth

Gender Forum

A Gender Forum was established with the gender representatives from the ward Committees. A draft plan of action for the Gender Forum was developed and will be implemented in the 2013/2014 financial year.

Arts and Culture Forum

An Arts and Culture Forum was established with representatives from civil society formations working in the field of Arts and Culture. A draft plan of action for the Arts and Culture Forum was developed and will be implemented in the 2013/2014 financial year.

Strategic Objective (SO): Social and Community Development			
Municipal Key Focus Area (KFA): Poverty Alleviation			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Soup Kitchens Furniture & Equipment TL81	% completion of project with approved budget	100 %	100 %
Soup Kitchens – Upgrade TL80	% completion of project with approved budget	100 %	100 %
Multi-Purpose Centre – Mbekweni TL78	% completion of project with approved budget	100 %	100 %
Multi-Purpose Centre – Paarl-East TL82	% completion of project with approved budget	100 %	100 %

Table 91: Strategic Objectives: Social and Community Development

COMPONENT E: ENVIRONMENTAL PROTECTION

The Municipality has implemented integrated environmental management in its entirety and has no dedicated sections or sub-sections dealing with components of IEM.

This Section's service delivery focus is to ensure an environment that is safe, not harmful and is protected for future generations by protecting and enhancing our environmental assets and natural resources. The mission is to manage the implementation of Drakenstein Municipality's Environmental Policy, to give effect to Presidential Outcomes 10 within the mandate of Local Government and to give effect to Provincial Strategic Objective 7 within the mandate of Local Government. It is responsible for:

- Managing the Integrated Environmental Management process;
- Managing the Environmental Management System;
- Maintaining and updating the State Of Environment Report;
- Managing air quality and implementing the Air Quality Management Plan;
- Managing noise control, manage and implement the Environmental Management Framework;
- Responsible for the management of the conservation and restoration of natural resources, responsible for carrying out environmental audits;
- Carrying out preparing environmental policy documents;
- Comment on environmental issues;
- Compile environmental reports;

- Environmental law enforcement; and
- Environmental awareness raising.

The Environmental Management System (EMS) based on the International Standard ISO 144001 for Drakenstein Municipality has maintained as far as possible within the staff capacity constraints. The EMS does include an Environmental Policy Framework. The updating of the 2010/2011 State of the Environment Report was completed and the update for the 2012/2013 had started.

During the year 24 environmental complaints were received and investigated; out of these investigations 6 compliance notices were issued.

The Environmental Section was integral in 9 awareness raising events during the year. A total of 51 other environmental reports were dealt with during the period. A total of 3 Section 30 NEMA disaster incidents were dealt with.

3.15 POLLUTION CONTROL

There is no dedicated pollution control component. Pollution control is dealt with as a subcomponent of a number of different sections within the Municipality. These sections include Environmental Management, Water and Sewage Services, Waste Management, Building Control and Law Enforcement.

Service Statistics for Pollution Control

During the 2012/2013 financial year received 22 pollution related complaints were received and 10 letters or compliance notices were issued.

The 22 complaints can be broken down as follows:

- 8 Noise related complaints;
- 8 air pollution related complaints;
- 6 other environmental complaints were received and investigated; and
- out of these investigations 10 compliance notices were issued and the rest are still under investigation.

Pollution Control Policy Objectives taken from IDP			
Strategic Objective (SO): Health, Safety and Environment (Municipal KPA)			
Municipal Key Focus Area (KFA): KFA 33. Environmental Management			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Environmental Management System (EMS)	Extend, update and implement the EMS Annual status report	Report submitted on time	Report was submitted on time

Table 92: Pollution Control Policy Objectives taken from IDP

THE PERFORMANCE OF POLLUTION CONTROL OVERALL:

Prevention of pollution and degradation of the environment remains a priority and is dealt with as a co-operative issue between the departments in the municipality and other outside agencies.

There is no dedicated pollution control Department or Section in the Municipality and subsequently no dedicated KFA's and KPI's for pollution control within the IDP however the function is covered within the functional areas of a number of Departments and Sections in the Municipality. Operationally pollution control is dealt with by the Department or Section that is most closely aligned to the pollution incident - The Solid Waste Section deals with illegal dumping. The Sewerage Section deals with liquid pollution. There were no dedicated pollution control capital projects but some projects reported on in other areas such as the upgrading of the WWTW, the upgrading of the main outfall sewer, the management of the landfill and waste recovery and recycling can be seen as pollution control projects

Section 30 incidents are dealt with on an ad-hoc basis in conjunction with other agencies and to date only a relatively minor incident has been encountered. There does however appear to be lack of understanding and knowledge of why and how section 30 works and this must be addressed through broad based awareness raising.

Cleaning action in Wellington – People conducting court ordered community service are used to clean the entrances to the town. Clean-ups are done every second Saturday and members of the public sponsor refreshments for the workers. Between 90 and 120 rubbish bags are filled with rubbish during every clean-up action. This project is driven by Drakenstein Waste Services in conjunction with

3.16 BIO-DIVERSITY, LANDSCAPE (INLCUDING OPEN SPACES)

There is no dedicated biodiversity component. Bio-diversity Management is dealt with as a subcomponent of a number of different sections within the Municipality.

These sections include:

- Environmental Management;
- Streets and Stormwater;
- Waste Management;
- Parks and Recreation;
- Law Enforcement; and
- Town Planning.

Bio-diversity is maintained largely via the private sector. The Municipality's EPWP is focussed on alien vegetation clearing, while the Parks and Recreation Section place emphasis on the planting of indigenous vegetation.

Bio – Diversity, Landscape and Other Policy Objectives taken from IDP			
Strategic Objective (SO): Health, Safety and Environment (Municipal KPA)			
Municipal Key Focus Area (KFA): Environmental Management			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Environmental Management System (EMS).	Extend, update and implement the EMS Annual Status Report.	Report submitted on time.	Report was submitted on time.

Table 93: Bio-Diversity, Landscape and Other Policy Objectives taken from IDP

THE PERFORMANCE OF BIO-DIVERSITY; LANDSCAPE AND OTHER OVERALL:

The function is covered within the functional areas of a number of Departments and Sections in the Municipality. Operationally biodiversity, landscape and other is dealt with by the Department or Section that is most closely aligned to the function i.e. Parks and Recreation deal with landscaping and some alien clearance. Stormwater deals with alien clearance in the rivers on property owned and managed by the Municipality. Paarl Mountain Nature Reserve deals with alien clearance and the management of biodiversity in the nature reserve. Other urban conservation areas are a joint responsibility of Environmental Management and Waste Management There have been no dedicated biodiversity, landscape and other capital projects but some projects reported on in other areas can be seen as biodiversity, landscape and other projects

Management Plans were drafted for Municipal Conservation Areas. Alien clearance is currently being done at the Klein Parys municipal conservation site and all dumped waste is also being removed.

Riverine corridors were established through the Drakenstein River Management Plan and were captured in the Draft Environmental Management Framework and Spatial Development Framework. The management of river corridors is an on-going process.

COMPONENT F: SECURITY AND SAFETY

INTRODUCTION TO SECURITY & SAFETY

The mission of Traffic Services is to render an effective and high quality service through a process of consultation and transparency in all facets of the traffic services and in rendering a service to the community of Drakenstein and its visitors by ensuring the free flow of traffic and creating a safe environment.

3.17 TRAFFIC, LICENCING AND LAW ENFORCEMENT

The mission of Traffic Services is to render an effective and high quality service through a process of consultation and transparency in all facets of the traffic services and in rendering a service to the Community of Drakenstein and its visitors by ensuring the free flow of traffic and creating a safe environment.

During the year 2012/2013, a large number of offences were dealt with.

The main purpose of this section was not only to prosecute, but also to educate offenders. The main activities undertaken were:

- Talking on cellphones while driving, red-light and stop-street violations, failing to wear seatbelts, excessive speeding, taxis, red-and yellow line offences contributed to our high accident rate;
- Illegal dumping, illegal occupation of municipal property, dealing with vagrancy all over Drakenstein;

- Corrective measures taken include *inter alia*, the commissioning of red-light-and speed violation cameras, selective Law Enforcement on safety belts, cellphones and public transport. This included regular roadblocks with the South African Police Services;
- The introduction of a "Ghost Squad" to attend to moving violations was successful;
- The establishment of a Local Taxi Liaison Committee, to engage on Public Transport matters;
- Traffic Safety talks at various institutions to address irresponsible driver behaviour; and
- Law Enforcement Officers were also trained to effectively deal with Municipal Bylaws.

Traffic, Licensing & Law Enforcement Services Data				
Details	2010/2011	2011/2012		2012/2013
	Actual No.	Estimate No.	Actual No.	Estimate
Number of road traffic accidents during the year	3,803	3,500	3,557	3,200
Number of By-law infringements attended	1,926	2,000	2,590	2,980
Number of Police Officers in the field on an average day	4	8	4	12
Number of Police Officers on duty on an average day	4	8	4	12

Table 94: Law Enforcement Service Data

Law Enforcement Policy Objectives taken from IDP			
Strategic Objective (SO): Health, Safety and Environment (Municipal KPA)			
Municipal Key Focus Area (KFA): Municipal Law Enforcement			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Law Enforcement equipment.	% completion of project	100%	100%
Security equipment/law enforcement.	% completion of project	100%	100%
Report monthly on traffic law enforcement.	Number of reports submitted	12	12
Interact with the taxi industry.	Number of formal meetings conducted with taxi industry	4	3
Enforce municipal by-laws.	% increase in the issuing of fines against by-law transgressions	10%	10%

Table 95: Law Enforcement Objectives taken from IDP

Employees: Law Enforcement Officers				
Job level	2012/2012	2012/2013		
Law Enforcement	Employees No.	Post No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
Administrators				
Chief Law Enforcement Officer				
Other Law Enforcement Officers				
0 – 3	0	0	0	0
4 – 6	0	0	0	0
7 – 9	0	0	0	0
10 – 12	18	19	1	5
13 – 15	0	0	0	0
16 – 18	0	0	0	0
19 – 20	0	0	0	0
Total	18	19	1	5

Table 96: Employees – Law Enforcement

Financial Performance 2012/2013: Law Enforcement Officers					
					R
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total operational revenue (excluding tariffs)	-	-	-15,511,085	16,283,015	-4.98
Expenditure:	-	-	-	-	-
Employees	-	-	17,676,905	17,690,101	-0.07
Repairs & Maintenance	-	-	308,098	230,584	25.16
Depreciation & Provisions	-	-	713,168	955,937	-34.04
Other	-	-	937,299	960,591	-2.48
Total Operational Expenditure	-	-	19,635,470	19,837,213	-1.03
Net Operational (Service) Expenditure	-		4,124,385	3,554,197	13.82

Table 97: Financial Performance 2012/2013 – Law Enforcement Officers

Capital Expenditure 2012/2013: Law Enforcement					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	23,500	23,500	5,886	25.05	5,886
<i>Major projects</i>					
Radio's	5,000	2,000	0	0.00	0
Law enforcement equip	8,000	11,000	0	0.00	0.00
Security equipment/ law enforcement	10,500	10,500	5,886	56.06	5,886

Table 98: Capital Expenditure 2012/2013 – Law Enforcement

COMMENT ON THE PERFORMANCE OF LAW ENFORCEMENT OVERALL:

The Law Enforcement Section ensures that all residents within our Municipal boundaries adhere to the By-laws of Drakenstein Municipality and render an effective and equitable service delivery in all wards to create a safe environment.

3.18 FIRE

Functionally the Fire Department is divided into five functional divisions namely: Operational, Training, Support Services, Fire Safety and Disaster Management Services. Within these functional divisions the following activities takes place or is conducted:

- Operations:** The Division operates a 24-hour service and control centre which responds to all incidents within the Municipal Area within predetermined times. We are proud to report that we achieved these goals most of the time due to the geographical location of all our fire stations. The fire service has 3 fire stations and one fire house each located in Paarl, Mbekweni, Wellington and Saron.
- Our service delivery priorities focusses upon the following key areas:**

Professional Fire Fighter Training: The Drakenstein Municipality is accredited as a Fire Training Centre and provides Professional Fire Training to all appointed Fire Service personnel from our service and neighbouring fire services. The Training Centre also complements other accredited Training Centres within our region. The objective of continuous training is to improve the skills and development of our Fire Service personnel in order to render an effective and

efficient service to our communities. 128 Fire service officials were trained during this year. The following courses were conducted:

Fire Fighter Training	No. of officials attended
Fire Fighter One	8
Fire Fighter Two	8
Public and Life Safety	18
Practical pump Operations and driving	24
Control Room Operators Course	12
Hazmat Operations	12
Hazmat Awareness	12
Daily drills and instruction per shift	18 operational Fire Fighting staff members
First Aid Level 3	12

Table 99: Fire Fighter Training

- Public and Life safety training:** This training is centered upon providing basic fire training and first aid education to the communities within the Municipal Area as a whole, specifically those communities which reside in informal settlements. We trained 117 community members from the above mentioned areas. Each trained member received a portable fire extinguisher after the completion of their training to take home with them. The implementation of this training programme is serving the communities well and already the fruits of our labours are enjoyed with a reduction of fire calls and a reduction to loss of life.
- Support services:** The Fire Service operates a 24 hour emergency control and dispatch centre. All emergency calls are received here and depending on the emergency, the relevant vehicles are dispatched to attend to the incidents. The incidents are not confined to fire calls only. As professionally trained Fire Fighters we respond to rescue and medical incidents, chemical incidents and other humanitarian services.
- Fire Safety Division:** This division focuses on risk visits and building inspections. The following information highlights the activities within this division:

Fire Safety - Activities	No. of activities/inspections
Fire Safety inspections	752
Inspections of overgrown erfs and property	2,071
Lectures and Demonstrations	47
Buildings plans scrutinised and approved	1,530

Table 100: Fire Safety - Activities

Compliance with the National Building Regulations, the building standards act and related bye-laws are important.

- Disaster Risk Management** The service delivery priority is aimed at the annual review of Corporate Disaster Management. The plan was reviewed and submitted

for final approval and implementation. All senior managers are updated and informed of the plan in specific their functional responsibilities.

Operationally the Municipality renders relief services to fire victims by handing out food parcels and blankets. For this financial year, 626 blankets and 260 food parcels were handed out. Shack fires remain a challenge. As a result the Fire Services engage themselves in Public and Life Safety Education by training volunteers from the communities within the informal settlement areas with the main aim to reduce these fires. We are achieving measurable success.

Fire Service Data				
Details	2010/2011	2011/2012		2012/2013
	Actual No.	Estimate No.	Actual No.	Estimate No.
Total fires attended in the year	759	800	863	900
Total of other incidents attended in the year	59	50	68	84
Average turnout time – urban areas	12 minutes	12 minutes	12 minutes	12 minutes
Average turnout time – rural areas	20 minutes	20 minutes	18 minutes	20 minutes
Fire Fighters in post at year end	63	63	75	70
Total fire appliances at year end	10	10	12	14
Average number of appliance of the road during the year	3	2	2	2

Table 101: Fire Service Data

Fire Service Policy Objectives taken from IDP			
Strategic Objective (SO): Health, Safety and Environment (Municipal KPA)			
Municipal Key Focus Area (KFA): Disaster Management			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Public Education and Training.	Train 20 volunteers per quarter.	80	103
Review of Corporate Disaster Management Plan.	Review and update at 30 June 2013.	1	1
Evaluation of the provision of Fire and Rescue Services.	Quarterly Report.	3	3

Table 102: Fire Service Policy Objectives taken from IDP

Employees: Fire Service				
Job level	2012/2012	2012/2013		
Fire Officers	Employees No.	Post No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
Administrators				
Chief Fire Officer and Deputy	1	1	0	0
Other Fire Officers	0	0	0	0
0 – 3	0	0	1	100
4 – 6	2	2	0	0
7 – 9	18	18	1	5
10 – 12	44	53	1	2
13 – 15	11	11	4	36
16 – 18	0	0	0	0
19 – 20	3	3	0	0
Total	79	88	7	10

Table 103: Employees - Fire Service

Financial Performance 2012/2013: Fire Service					
					R
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total operational revenue (excluding tariffs)	-384,310	-209,333	-270,847	-323,974	-19.62
Expenditure:					
Employees	19,918,394	22,528,248	21,849,148	22,294,115	-1.17
Repairs & Maintenance	180,872	214,615	218,969	562,322	15.94
Depreciation & Provisions	-	-	-	1,402,005	-17.63
Other	1,814,394	2,566,789	2,077,720	824,489	6.93
Total Operational Expenditure	21,913,660	25,309,652	24,145,837	25,082,932	-1.21
Net Operational (Service) Expenditure	21,529,350	25,100,319	23,874,990	24,758,958	-1.01

Table 104: Financial Performance 2012/2013 - Fire Service

Capital Expenditure 2012/2013: Fire Service					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	1,359,500	1,333,500	732,763	54.95	732,763
<i>Major projects</i>					
Fire & life safety education/fire safety	110,000	90,000	1,398	1.55	1,398
Holmatro rescue set complete/jaws of life	100,000	100,000	44,686	44.69	44,686
D6(2) disaster management support system	250,000	250,000	42,837	17.13	42,837

Table 105: Capital Expenditure 2012/2013 - Fire Services

COMMENT ON THE PERFORMANCE OF FIRE SERVICES OVERALL:

This department is focussed on rendering a customer-orientated service. Although there are challenges in terms of human resources, vehicles and equipment, we respond to all incidents within prescribed attendance times. In the case of Saron and Gouda we are challenged in terms of the distances that need to be covered. The Municipality manages and operates a 24-hour service at four fire stations geographically located throughout the area. Our continuous Public and Life Safety programmes are serving their purpose within the vulnerable communities and already a reduction in shack fires has been observed. All vacant posts within the department will be advertised soon with appointments being made within the second quarter of the new financial year.

COMPONENT G: SPORT AND RECREATION

The top three services delivered were the upgrading of three sport facilities that located in previously disadvantaged communities. These facilities include: Daljosaphat Sport Stadium, New Orleans Sport Stadium and Saron Sport Facility.

3.19 SPORT AND RECREATION

Sport fields and halls in Drakenstein had been prepared for 2,489 events/games for the period 1 July 2012 until 30 June 2013. The following table provides a comparison between 2010/2011 - 2012/2013 of the different sport codes utilisation of the facilities.

Code	2010 /2011	2011/2012	2012/2013	Amount of fields
Rugby	970	1,156	1,010	19
Cricket	284	275	260	12
Soccer	964	770	750	13
Cycling	3	6	2	1
Hockey	41	29	23	4
Athletics	49	51	48	3
Netball	152	399	328	12
Other Events	-	-	68	Take place at all the facilities.

Table 106: the different sport codes utilisation of the facilities

Sport and Recreation Policy Objectives taken from IDP			
Strategic Objective (SO): Social and Community Development (Municipal KPA)			
Municipal Key Focus Area (KFA): Sport and Recreation			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Upgrading of Daljosaphat Sport Stadium.	% Completion of project.	Spending of capital funds.	Spent all the funds that were allocated for this project. Two rugby Fields were constructed and the ablution facility was upgraded.
Upgrading of Orleans Sport Facility	% Completion of project.	Spending of capital funds.	Spent all the funds that were allocated for this project. Club house and cloak room was constructed.
Upgrading of Saron Sport Facility.	% Completion of project.	Spending of capital funds.	The netball court and flood lights at the netball court were upgraded.
Upgrading of Cricket Pitches in Paarl	% Completion of project	Spending of capital funds.	Cricket pitch at Daljosaphat was reconstructed.
Beautification and Greening of the area	Number of trees planted in the Drakenstein Area.	Planting of a 1 000 trees.	Planted 2 774 trees.
Upgrade existing Play Parks	Number of Play Parks upgraded.	Upgrading of 42 Play parks	Upgraded 60 play parks.
Tourism Focus Points	% Completion of project.	Spending of capital funds.	Spent 100 % of the funds allocated for this project.
Playgrounds: Development	% Completion of project.	Spending of capital funds.	Spent 95 % of the funds allocated for this project. (Six new play parks were developed.)

Table 107: Sport and Recreation Policy Objectives taken from IDP

Employees: Sport and Recreation					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3		0	0	0	0
4-6		1	1	0	0
7-9		0	0	0	0
10-12		3	2	1	33
13-15		9	9	0	0
16-18		22	19	3	14
19-20		27	20	7	26
Total		62	51	11	18

Table 108: Employees - Sport and Recreation

Financial Performance 2012/2013: Sport and Recreation.					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-2,381,60	-2,342,611	-2,809,031	-2,443,045	13.03
Expenditure:					
Employees	33,424,457	38,415,074	36,656,982	35,770,776	2.42
Repairs and Maintenance	1,835,719	2,152,344	2,361,221	2,296,810	-13.17
Depreciation & Provisions				6,232,237	-6.32
Other	10,503,815	8,021,005	11,931,391	4,968,757	21.40
Total Operational Expenditure	45,763,991	48,588,423	50,949,594	49,268,580	3.15
Net Operational (Service) Expenditure	43,382,387	46,245,812	48,140,563	46,825,535	2.57

Table 109: Financial Performance 2012/2013 - Sport and Recreation

Capital Expenditure 2012/2013: Sport and Recreation					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	7,198,000	6,605,011	5,852,002	88.60	5,852,002
<i>Major projects</i>					
Upgrading of Daljosaphat Stadium	2,000,000	1,747,223	1,701,548	97.39	1,701,548
Upgrading of Orleans Sport Facility	700,000	596,988	577,356	96.71	577,356
Upgrading of Saron Sport Facility	300,000	60,000	59,805	99.68	59,805

Table 110: Capital Expenditure 2012/2013 - Sport and Recreation

COMMENT ON THE PERFORMANCE OF SPORT AND RECREATION OVERALL:

The largest capital projects were: Upgrading of Daljosaphat Stadium, upgrading of Orleans Sport Facility, upgrading of Saron Sport Facility and the construction of a cricket pitch in Paarl. All these projects were completed within the budget available. The variance from the original budget was savings on the projects. The target regarding capital projects for the next 5 years are the following: Construction of a wall around Weltevrede Sports Grounds in Wellington, upgrading of the Tartan Athletic Track at Daljosaphat Stadium, planning and construction of a Water Fun Park at Orleans Caravan Park in Paarl, upgrading of a piece of land in Daljosaphat Stadium for the use of festivals and warm up area and the construction of a pavilion at Faure Stadium in Paarl. The necessary funds are available on the 5-year budget, except for the upgrading of the tartan athletic track and the Water Park. For these two projects external funding will be sourced.

COMPONENT H: CORPORATE POLICY OFFICES AND OTHER SERVICES

3.20 EXECUTIVE AND COUNCIL

In terms of Section 4(2) of the Municipal Systems Act, a Municipal Council must, within the municipality's financial and administrative capacity, and having regard for practical considerations:

- Exercise the municipality's executive and legislative authority and use the resources of the municipality in the best interests of the community;
- Provide, without favour or prejudice, democratic and accountable government;
- Encourage the involvement of the community;
- Strive to ensure that municipal services are provided to the community in a financially and environmentally sustainable manner;
- Consult the community on the level, quality, range and impact of municipal services and the available options for service delivery;
- Give members of the community equitable access to the municipal services to which they are entitled;
- Promote and undertake development in the municipality;
- Promote gender equity in the exercise of the municipality's executive and legislative authority;
- Promote a safe and healthy environment in the municipality; and
- Contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in Sections 24, 25, 26, 27 and 29 of the Constitution. Section 19(2) of the Structures Act imposes the following further executive obligations on every Municipal Council. A Council must annually review:
 - the needs of the community;

- its priorities to meet those needs;
- its processes for involving the community;
- its organisational and delivery mechanisms for meetings those needs; and
- its overall performance in achieving the objects of local government as set out in the Constitution.

In terms of the Local Government Municipal Structures Act, the Municipal Council may elect an Executive Mayor and other office bearers. The Executive Mayor appoints a Mayoral Committee to assist the Executive Mayor. The Municipal Council may establish committees to assist the Municipal Council of the Executive Mayor. The Executive Mayor, Cllr Gesie van Deventer and her Council elected in May 2011 has continued on their road to implement the revised vision of "Drakenstein: a place of Excellence" throughout the workings of the council and the administration in the year under review.

The Municipal Council has adopted priorities for the Municipality, Executive Mayor and other political structures to meet on a regular basis in order to ensure that decision making takes place in an efficient and effective manner.

A new system to monitor the implementation and disposal of decisions have been implemented by providing a monthly report to the Executive Mayoral Committee and Council on progress made with the implementation of decisions taken by them. The system will be further strengthened in the following year through the provision of tablet devices to councillors and the procuring of an electronic system to generate reports.

COMMITTEE	NO. OF MEETINGS
Executive Mayor & Mayoral Committee	15
Special Executive Mayor & Mayoral Committee	3
Council	12
Special Council	5
Special Confidential Council	1
Corporate Governance Portfolio Committee	3
Corporate Services Portfolio Committee (with effect from 27/03/2013 Council resolution)	1
Social Services Portfolio Committee	3
Community Portfolio Committee (with effect from 27/03/2013 Council resolution)	3
Finance Portfolio Committee	9
Infrastructure & Planning Portfolio Committee (until 26/3/2013)	1
Infrastructure Services Portfolio Committee (with effect from 27/03/2013 Council resolution)	1
Planning & Economic Development Portfolio Committee (with effect from 27/03/2013 Council resolution)	1
Municipal Public Accounts Committee (MPAC)	2
Appeal Committee	2
Audit Committee	7
Fraud & Risk Management Committee	4
Budget Steering Committee	1

Table 111: Service Statistics for the Executive & Council

The Executive and Council Policy Objectives taken from IDP			
Strategic Objective (SO): Governance and Stakeholder Participation			
Municipal Key Focus Area (KFA): Government Structures / Communication			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Compile internal newsletters to implement the Communication Strategy	No of Municipal (Internal) newsletters	1	9
Compile external newsletters to implement the Communication Strategy	No of Municipal (external) newsletters	12	13
Facilitate the functioning of Council	Number of Council meetings	10	21
Facilitate the functioning of Ward Committees	Number of Ward Committee meetings per annum	124	143
Develop a strategy to facilitate and promote International Relations with the Municipality	Develop International Relations Strategy	1	0
Develop an IGR Strategy and Plan	Develop IGR Strategy and Plan	1	0

Table 112: The Executive and Council Policy Objectives taken from IDP

Employees: The Executive and Council					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	46	50	44	6	13
4-6	83	101	80	21	26
7-9	191	194	175	19	11
10-12	374	437	377	60	16
13-15	258	263	230	33	14
16-18	190	226	183	43	23
19-20	623	724	625	99	16
Total	1,765	2,007	1,726	281	16

Table 113: Employees - The Executive and Council

Financial Performance 2012/2013: The Executive and Council					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-6,188,383	-7,752,601	-7,629,399	-9,430,516	-23.61
Expenditure:					
Employees	38,453,570	48,796,794	41,942,776	26,562,300	-9.30
Repairs and Maintenance	432,011	518,518	551,091	486,826	11.66
Depreciation & Provisions				1,451,660	-23.40
Other	14,760,363	11,529,172	14,383,420	28,550,924	7.04
Total Operational Expenditure	53,645,944	60,844,484	56,877,287	57,051,710	-0.55
Net Operational (Service) Expenditure	47,457,561	53,091,883	49,247,888	47,621,194	3.04

Table 114: Financial Performance 2012/2013 - The Executive and Council

Capital Expenditure 2012/2013: The Executive and Council					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	1,540,000	2,001,446	1,781,737	89.02	1,781,737
<i>Major projects</i>					
HR and payroll system replacement	700,000	700,000	700,000	100.00	700,000
Directorate: computer capital replacement	820,000	811,461	728,669	89.80	728,669
Office furniture	0	115,500	32,707	28.32	32,707

Table 115: Capital Expenditure 2012/2013 - The Executive and Council

COMMENT ON THE PERFORMANCE OF THE EXECUTIVE AND COUNCIL

The four largest capital projects were:

- Infrastructure Housing Siyahlala (R7,297,004);
- Network Extension: H/V and M/V (Backlogs) (R8,587,986);
- Pentz Street Pump Station & New Rising M (R9,903,685);
- Bulk Gravity Outfall Sewer Carilina Rd (R10,000,000); and
- Upgrade Bulk Sewer: Southern Paarl (R14,22,885).

In terms of the needs identified in the IDP for the year under review, emphasis was placed on the maintenance and expansion of bulk infrastructure and reticulation.

3.21 FINANCIAL SERVICES

INTRODUCTION FINANCIAL SERVICES

The major Key Performance Area of the Finance Directorate is the Financial Sustainability of the organisation. It is imperative that the generated revenue base of the organisation should be of such a nature that the Municipality is able to fund its short, medium and long term operations in order to ensure continuity and a financially sound and stable organisation. The major Key Functional Areas that have been identified and linked to financial sustainability are Revenue Enhancement, Credit Control Measures and Expenditure Management.

During the 2012/2013 financial year the debtors test ratio was 108.6 days which is slightly below the targeted number of days of 97.5 days but is an indication of the measures that have been put in place to decrease the debt situation of Council and improve the revenue capacity of Council. The payment ratio of 98.22% versus the targeted 95% is also a good sign that the measures taken to recover the outstanding debt are improving slightly. The challenge still at hand though is the one of eradicating historical debt that consumers are still struggling to pay which affects the revenue capacity of the organisation and also the number of days it takes Council to recover debt. The current debtors to total outstanding debtor's ratio yielded a percentage of 38.82% rather than the targeted or anticipated 44%. This is mainly due to the bulk time of use consumers whom were only levied in May 2013 which could not be recovered prior to the end of the financial year. Although the overall ratios in terms the collection of revenue have improved overall there is a considerable amount of work that has to be done in order to bring the debtors book of Council to an acceptable level. The gloomy economic condition globally has also affected the consumers' ability to pay and most consumers are still recovering from the recessionary trends of the past few years. There are new initiatives that have been planned for the 2013/2014 financial year, which will work towards the eradication of revenue leakages and enable the revenue base of Council to grow to an acceptable level. The implementation of the new organisational

structure and the approval of positions to be filled will also strengthen the capacity of the unit dealing revenue collection and enhancement.

Debt Recovery									
									R 000
Details of the types of account raised and recovered	2010/2011			2011/2012			2012/2013		
	Billed for the year	Collected for year	% Collected	Billed for the year	Collected for year	% Collected	Billed for the year	Collected for year	% Collected
Property Rates	152,700	149,200	97.7	132,300	153,100	115.7	188,400	166,700	88.5
Electricity - B	55,900	49,600	88.7	66,800	109,700	164.2	82,200	71,0200	86.4
Electricity - C	401,700	368,000	91.6	482,400	457,300	94.8	562,200	472,300	84.0
Water - B	8,600	6,200	72.3	11,100	8,250	74.3	12,200	8,500	69.8
Water - C	101,300	84,100	83.0	124,800	98,800	79.2	131,200	118,500	90.3
Sanitation	31,700	26,200	82.5	34,900	28,900	82.8	38,500	29,000	75.3
Refuse	65,300	45,500	69.7	70,200	53,300	75.9	79,100	48,300	61.1
Other	35,400	5,800	16.4	68,400	12,900	1.88	28,600	5,900	20.6

Table 116: Debt Recovery

Financial Service Policy Objectives taken from IDP			
Strategic Objective (SO): Financial Sustainability (Municipal KPA)			
Municipal Key Focus Area (KFA): Revenue Enhancement/ Budgeting / Funding			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Enhance Revenue	Debtors test = (gross debtors/total billed revenue from Rates & services) * 365 days	97.50	108.6
Enhance Revenue	Payment % rate	95%	98.22%
Enhance Revenue	Current Debtor as a % of total Outstanding Debtors	44%	32.61%
Manage assets	Annual verification of assets recorded in asset register	1	1
Improve capital expenditure	% of actual Capital expenditure against budgeted Capital expenditure	95%	71.7%
Improve supply chain management	0% successful appeals against the Municipality	0%	0%
Submit the Annual Financial Statements by end August 2012	Annual Financial Statements submitted	1	1
Compile a 5 Year Financial Plan	5 year Financial Plan submitted and approved	1	1
Compile a 3 to 5 Year Medium Term Budget	Medium Term Budget submitted and approved and aligned to the IDP	1	1
Compile and submit the annual adjustments budget	Approval of adjustments budget before legislative deadline	1	1
Improve Financial Viability	(NKPI -7) Cost coverage ((Available cash+ investments)/ Monthly fixed operating expenditure.	2	3.46
Improve Financial Viability	(NKPI -7) Debt coverage ((Total operating revenue- operating grants received)/debt service payments due within the year).	10%	10.82%
Improve Financial Viability	(NKPI -7) Service debtors to revenue – (Total outstanding service debtors/ revenue received for services).	20.50%	29.76%
Spend the Operational budget	% of Actual Operational Expenditure against budgeted Operational Expenditure	95%	99.90%
Collect budgeted revenue	% of Actual Operational Revenue against budgeted Operational Revenue	99%	99.04%

Table 117: Financial Service Policy Objectives taken from IDP

Employees: Financial Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3		8	6	2	25
4-6		16	8	8	50
7-9		20	18	2	10
10-12		89	71	18	20
13-15		32	28	4	13
16-18		0	0	0	0
19-20		5	4	1	20
Total		170	135	35	21

Table 118: Employees - Financial Services

Financial Performance 2012/2013: Financial Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-175,617,154	-202,213,839	- 211,324,779	-203,863,793	3.53
Expenditure:					
Employees	28,904,535	33,695,102	30,529,066	29,056,534	4.82
Repairs and Maintenance	187,042	287,941	177,420	138,254	22.08
Depreciation & Provisions				-1,137,624	200.57
Other	21,376,174	23,027,487	24,668,726	30,508,432	-29.89
Total Operational Expenditure	50,467,751	57,010,530	55,375,212	58,565,596	-5.86
Net Operational (Service) Expenditure	-125,149,403	-145,203,309	- 155,949,567	-145,298,197	6.86

Table 119: Financial Performance 2012/2013 - Financial Services

Capital Expenditure 2012/2013: Financial Services.					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance adjustment budget	Total Project Value
Total all	1,660,000	732,700	525,672	71.74	525,672
Directorate Computer Budget	250,000	250,000	248,230	99.29	248,230
Office Furniture and Equipment	0	9,000	6,065	67.39	6,065
Upgrading of Offices 1 st floor	300,000	241,000	213,481	88.58	213,481

Table 120: Capital Expenditure 2012/2013 - Financial Services

COMMENT ON THE PERFORMANCE OF FINANCIAL SERVICES OVERALL:

Financial Services had 5 projects of which one, the acquisition of Radix meters for our meter readers was rolled over to next financial year. The other four were projects had an overall expenditure of 71.74% overall with the Computer budget fully spent, office alterations 88% spent, office furniture 77% and the upgrading of stores 10.9% spent. The reason that stores did not spend its funds was due an Occupational Health and Safety study that was underway but it was not completed at year end. We confirm that our targets are set out in the IDP schedule and can be obtained within our approved budget provision.

3.22 HUMAN RESOURCE SERVICES

The last organisational structure review of the Drakenstein Municipality took place in 2008. The changes made to the structure at that time was random and the organisation was not aligned with the Key Performance Focus Areas as indicated in the IDP in 2011/2012. Council resolved after its election in 2011 to do a total organisational review and Provincial Government appointed PWC to assist the Municipality with the process. Council adopted the new structure in December 2012 and spent the rest of the financial year (2012/2013) populating the top structure by appointing senior managers and some other key professionals. It is planned that the population of the structure and the implementation of TASK will be done within the 2013/2014 financial year. Placements are planned to be finalised by September 2013 and the alternative job offerings to be finalised in December 2013. The organisational review included a restructuring of the Human Resources section to be better equipped for the challenges it faces.

The Municipality has complied with the Employment Equity Act by ensuring that the EE report was prepared and submitted on 01 October 2012. Appointments that were done were in terms of the Employment Equity Targets wherever possible. In some instances qualified and skilled applicants could not be found within the target group and in the spirit of ensuring effective service delivery the best candidate for the position was appointed. The Municipality is committed to the principles of the employment equity legislation and will continue to strive to appoint suitably qualified applicants whilst ensuring that the workforce is representative of the clients it serves.

SERVICE STATISTICS FOR HUMAN RESOURCE SERVICES

SUBMISSION DATE	TO	DOCUMENT
30 April annually	LGSETA	Workplace Skills Plan
30 April annually	LGSETA	Annual Training Report
01 October annually	Dept. of Labour	Employment Equity Report

Human Resource Services Policy Objectives taken from IDP			
Strategic Objective (SO): Institutional Transformation			
Municipal Key Focus Area (KFA): Institutional Transformation			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Promote Employment Equity.	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a Municipality's approved employment equity plan.	1	1
Provide training and development with the implementation of the workplace skills plan.	The percentage of a Municipality's budget actually spent on implementing its Workplace Skills Plan.	92%	94.1%
Up skilling of Project Management skills of staff.	No of staff trained in Project Management.	15	25
Implement individual Staff PMS (post level 0-3).	No of performance assessments conducted for post level 0-3.	2	4

Table 121: Human Resource Services Policy Objectives taken from IDP

Employees: Human Resource Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	6	6	6	0	0
7-9	4	4	4	0	0
10-12	12	12	12	0	0
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	0	0	0	0	0
Total	23	23	23	0	0

Table 122: Employees - Human Resources Services

Financial Performance 2012/2013: Human Resource Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-662,325	0	-1,986,555	-8,245	99.58
Expenditure:					
Employees	10,107,093	7,584,737	8,659,634	5,951,959	31.27
Repairs and Maintenance	48,126	65,030	65,038	57,942	10.91
Depreciation & Provisions				265,640	-18.80
Other	4,481,184	5,659,199	6,404,823	4,854,256	21.70
Total Operational Expenditure	14,636,403	13,308,966	15,128,955	11,129,798	26.53
Net Operational (Service) Expenditure	13,974,078	13,308,966	13,142,400	11,121,553	15.50

Table 123: Financial Performance 2012/2013 - Human Resource Services

Capital Expenditure 2012/2013: Human Resource Service					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	475,000	192,223	25,941	13.50	25,941
<i>Major projects</i>					
Training tools	25,000	8,500	8,271	97.32	8,271
Time & attendance system	450,000	160,723	0	0.00	0
Office alterations	0	18,000	17,670	98.17	17,670

Table 124: Expenditure Capital 2012/2013 - Human Resource Services

THE PERFORMANCE OF HUMAN RESOURCE SERVICES OVERALL:

The replacement of the existing HR & payroll system with a new advanced system, has been successfully implemented. The new system in general provides for improved control over the management of human resources. Certain enhancements to the system still have to be commissioned during the 2013/2014 financial year which will allow staff certain self-management functionalities and will replace existing non-automated procedures such as leave management. The system will also allow supervisory staff with easy access to information in order to effectively management subordinates as well as overtime and stand-by services.

3.23 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

This year was an extremely busy period for the ICT Department. Apart from being involved in the installation of the new Financial and HR systems, substantial of work was done with the implementing of new technology to ensure a smooth operation of all ICT functions and the review of the ICT risk framework through a Cobit 5 process. This process will continue in the 2013/2014 financial year with a full risk analysis being undertaken. The process allowed the Municipality to update all the ICT strategies and implementation plans with setting specific target dates for implementation. The increased role and importance that technology is playing in society was recognised when the organisational structure review took place. The ICT Department was elevated to a department and the staff complement was increased to deal with the demands.

The Department had successfully virtualised the computer centre thereby reducing the number of physical file servers from 21 to 11. The number of virtual servers increased from 10 to 43 whilst increasing the number of physical servers from 11 to 12. Thus although we have effectively doubled the number of file servers, cooling and electricity demands have remained the same.

The latest Microsoft Technologies were also successfully implemented, thereby replacing the former Novell infrastructure. We successfully migrated our e-mail system from GroupWise to Exchange and file services from Novell to Microsoft with minimum impact to the end-users.

The network security was also upgraded to be in line with recommendations of the Auditor General. This was accomplished by upgrading to Active Directory 2008. To enforce all these new policies, Office 2010 and Windows7 Roll-out, Microsoft System Centre Configuration Manager 2012 had been deployed successfully.

Furthermore, all data from the old Storage Area Network (SAN) had been migrated to the newer EMC unit which were also upgraded to cater for the increased demand. The

old unit is utilised to supply additional capacity to the Plate Spin Forge Unit that was successfully implemented to supply continuity of services in case of a disaster.

The need to upgrade the financial system was identified in a previous financial year. The old financial solution was developed in 1989 within the mainframe environment, utilising Adabas and Natural as the technology of choice. With the ever changing business requirements it was realised that additional controls and functionality had to be added to the system. The environment called for the system to be more process driven to assist with the operations of Drakenstein Municipality and that workflow and document management be added to the new system.

These issues forced the Municipality to realise that the previous Financial System had reached the end of its lifecycle in the current technical format and we successfully upgraded to the new financial system with all the added functionality e.g. :

- A single integration solution that connects, integrates, and optimises— quickly and simply at the most cost effective way available;
- Although the initial major drive was towards the technology enhancement, it was also realised that certain key modules needed to be enhanced and/or developed; and
- The rationale for the e-Venus enhancement and upgrade not only played an important role in ensuring we standardised on a market leading integration framework, but also adopted open technology application and database technologies as the frame work for the new application (Microsoft Server, SQL RDMS database etc.).

Replacing the old (Payday) Payroll/HR system to the new Resourcelink Payroll/HR system form part of the current upgrade project. The filling of key positions is also planned for the 2013/2014 financial year.

SERVICE STATISTICS FOR ICT SERVICES

Type	Calls logged	Completed within time	%
Computer	2,878	2,2817	97,88
Telephone	121	115	95.04

Table 125: Service Statistics for ICT

ICT Services Policy Objectives taken from IDP			
Strategic Objective (SO): Institutional Transformation (Municipal KPA)			
Municipal Key Focus Area (KFA): Systems and Technology			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Compile an ICT Governance Framework.	COBIT5 Report	1	1
Facilitate the implementation of the ICT Master Plan.	Number of Proposed Initiatives Completed.	2	2
HR and Payroll system Replacement.	% Completed	100 %	100 %
Computer Budget.	% Completed	100 %	100 %

Table 126: ICT Services Policy Objectives taken from IDP

Employees: ICT Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	4	4	4	0	0
7-9	3	3	3	0	0
10-12	4	4	4	0	0
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	0	0	0	0	0
Total	12	12	12	0	0

Table 127: Employees - ICT Services

Financial Performance 2012/2013: ICT Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-	-	-		
Expenditure:					
Employees	3,956,940	4,384,346	3,946,829	3,880,521	1.68
Repairs and Maintenance	556,775	637,959	637,976	596,003	6.58
Depreciation & Provisions				2,974,056	6.56
Other	3,796,651	3,616,440	5,613,675	2,354,042	0.62
Total Operational Expenditure	8,310,366	8,638,745	10,198,480	9,804,622	3.27
Net Operational (Service) Expenditure	8,310,366	8,638,745	10,198,480	9,804,622	3.27

Table 128: Financial Performance 2012/2013 - ICT Services

Capital Expenditure 2012/2013: ICT Services					
R					
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	2,065,000	2,435,030	2,043,714	83.93	2,043,714
<i>Major projects</i>					
Computers Budget	540,000	494,647	482,810	97.61	482,810
Software and Licences (Microsoft technologies)	1,500,000	1,915,383	1,560,904	81.49	1,560,904
Telephone Handsets	25,000	25,000	0	0.00	0

Table 129: Capital Expenditure 2012/2013 - ICT Services

COMMENT ON THE PERFORMANCE OF ICT SERVICES OVERALL:

The ICT Section continuously strives to stay abreast with technological development in order to ensure that information systems support service delivery in general. The most important projects were:

- COBIT 5 Report. COBIT 5 is the latest edition of ISACA's globally accepted framework, providing a business view of IT governance that reflects the central role of information and technology in creating value. This report was completed and provides a basis for improvement in certain identified areas of ICT management and control; and
- Microsoft Technologies. This project entails the replacement of former Novell products with the complete Microsoft suite of products. These products allow for better integration with other systems, in keeping with general trends in government and private enterprise.

3.24 PROPERTY, LEGAL, RISK MANAGEMENT AND PROCUREMENT SERVICES

Estates and Property Section

The activities of this section contributes towards Economic Growth and Development as well as Social and Community Development by making properties available through the sale or lease thereof and thereby creating economic opportunities whilst also providing for the development and empowerment of the poor and most vulnerable. It also contributes to Institutional Transformation by the maintenance and development of office facilities and amenities that are required to render services. Its main objective however is to manage Council's property portfolio and ensuring that property leases are in place, updated and implemented. Inspections to ensure properties are not illegally occupied or vandalised must be done on a regular basis. The Section does not deal with the Rental stock as the housing section manages the lease, maintenance and occupation of all rental stock to residents and employees.

Property management has been improved during the year due to improved procedures, systems and control measures such as:

- Improved control over the management of lease properties as well as the management of lease contracts;
- New procedure regarding confirmation of payment of lease by lessees to prevent contracts falling in arrears;
- Control mechanism to prevent transfer of ownership of closed corporations and companies before development clauses are complied with; and

- New procedure to check applications by businesses for the purchase/ lease of land, against company database to confirm ownership to prevent fraud.

With changes to the organisational structure amenities are moving over to community services which will give the section more resources to deal with its main focus.

SERVICE STATISTICS FOR PROPERTY

Land transactions dealt with:

Properties sold	To	Purpose
556, Paarl	Dachstein Investments	Parking
606/ 612, Gouda	WCPA	Roadworks
Various Municipal Houses	Municipal Employees	Housing
9511, Paarl	Adjacent owner	Extension
13785, 13802, Wellington	Sisiza	Industrial
10160, Paarl	Housing	Housing
6267, Wellington	DTPW	Education
418, Wellington	Adjacent owner	Extension
14548, Wellington	Parcival	Business
901, Gouda	Gouda Learner and Aftercare	Aftercare

Table 130: Properties sold

Properties leased	To	Purpose
6136, Paarl	Child Welfare	Offices
1866, Paarl	Paarl Recreation Club	Sport
593, Paarl	Paarlvallei pigeon club	Clubhouse
15911, Paarl	Berlyn Medical Complex	Parking
6136, Paarl	Wagon of Hope	NGO
Farm 40, Saron	Nedbank	Mobile Bank
13294, Wellington	Breytenbach Centre	Cultural Centre
Potion of Erf 34, Wellington	Oudebrug	Farming
5810, Wellington	Lollypop	Creche
6136, Paarl	Paarl GPF	NGO
4593, Wellington	Badisa	NGO
8431, Paarl	PWDC	Business
9233, Paarl	Road reserve	Business
645, Mbekweni	Mbekweni Health Workers	NGO
1269, Mbekweni	Granny's Community of Hope	NGO
16121, Paarl	DT&PW	Court
2688, Mbekweni	Two Way Funeral Services	Business

Table 131: Properties leased

Community Hall Usage

Usage	Paarl Town Hall	Huguenot Hall	Mbekweni Hall	Wellington Town Hall	Gouda Hall	Colibri Hall	Fairyland Hall
SASSA	0	50	60	54	0	0	0
Council	2	5	3	11	12	2	1
Birthdays	6	9	0	9	13	2	6
Weddings	13	7	0	4	0	0	0
Dances	12	20	8	11	4	0	0
Matric Functions	12	9	0	2	0	0	0
Meetings and workshops	4	90	60	18	8	40	2
Farewells	0	0		2	0	0	0
Shows/ churches	7	15	20	2	12	20	73
Concerts	16	19	9	0	1	23	1

Table 132: Community Hall Usage

Capital and Maintenance Projects

Project Description	Cost
Repair Paarl Town Hall roof	R512,124
Upgrading Mbekweni Police Station	R390,000
New ceilings Mill Street Theatre	R45,000
Groenheuwel Community Centre	R850,000
Pallisade fence Wellington Offices	R53,580
Exterior paint Wellington Offices	R85,000
Renovations Paarl Town Hall kitchen	R37,134
Roof leaks Paarl Banquet Hall	R75,000
Thatch roof repair De Oude Woning	R129,970
Interior repairs Paarl Museum	R29,500
Security fence Siebritz Street	R12,807
Renovations Toilets Huguenot Hall	R34,130
Repairs Ambachtvallei Sports complex	R85,000
Repairs Happy Toddlers property	R133,360
Pallisade fence Saron	R27,850
Pallisade fence Breda Street	R94,500
Pallisade fence Wellington Voor Street	R110,000
Toilet facility Civic Centre	R30,000
Upgrade Civic Centre air-conditioning	R180,000
Air-conditioning Wellington Town Hall	R705,000
Office alterations Civic centre	R70,000

Table 133: Capital and Maintenance Projects

Cell phone administration:

Administering cell phone account for 234 users.

Property Policy Objectives taken from IDP			
Strategic Objective (SO): Institutional Transformation (Municipal KPA)			
Municipal Key Focus Area (KFA): Facilities			
Name of Key Performance Indicator (KPI)	Unit of Measurement	Annual Target 2012/2013	Actual 2012/2013
Upgrading/maintenance of leased properties.	% Completion of Project completed with approved budget.	100%	100%
Partial upgrading of Civic Centre Aircon	% Completion of Project completed with approved budget.	100%	100%
Groenheuwel Community Centre	% Completion of Project completed with approved budget.	100%	100%
Repairs to Paarl Town Hall roof	% Completion of Project completed with approved budget.	100%	100%
Wellington Town hall air- conditioning	% Completion of Project completed with approved budget.	100%	100%
Additional toilet facility Civic Centre	% Completion of Project completed with approved budget.	100%	100%

Table 134: Property Policy Objectives taken from IDP

Employees: Property					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post)
0-3	1	1	1	0	0
4-6	2	2	2	0	0
7-9	0	0	0	0	0
10-12	3	4	3	1	25
13-15	1	1	1	0	0
16-18	2	2	2	0	0
19-20	6	8	6	2	25
Total	15	18	15	3	17

Table 135: Employees - Property

Legal Services

Legal Services within the Municipality supports the Council and Administration with legal advice and support. Council employed a legal advisor and she renders advice on a range of matters from contracts to evictions. The Municipality has adopted a new organisational structure which provides for the strengthening of this service with additional capacity. Due to constraints in resources and the nature of legal matters that have to be dealt with, external legal service providers which provide a wide spectrum of legal services such as representation in litigation, legal opinions, contracts and agreements are used. The administrative support of the section is currently done by a staff member that is seconded to the section. The post will be filled in the 2013/2014 financial year.

Employees: Legal Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	0	0	0	0	0
7-9	0	0	0	0	0
10-12	1	1	0	1	50
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	0	0	0	0	0
Total	2	2	1	1	50

Table 136: Employees-Legal Services

Employees: Risk Management (Internal Audit)					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	2	2	2	0	0
4-6	3	3	3	0	0
7-9	1	1	1	0	0
10-12	1	1	1	0	0
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	0	0	0	0	0
Total	7	7	7	0	0

Table 137: Employees: Risk Management (Internal Audit)

Employees: Procurement Services					
Job Level	2011/2012	2012/2013			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total post) %
0-3	1	1	1	0	0
4-6	3	3	3	0	0
7-9	4	4	4	0	0
10-12	5	9	5	4	44
13-15	0	0	0	0	0
16-18	0	0	0	0	0
19-20	0	0	0	0	0
Total	13	17	13	4	23

Table 138: Employees: Procurement Services

Financial Performance 2012/2013: Property, Legal, Risk Management and Procurement Services					
R					
Details	2011/2012	2012/2013			
	Actual	Original Budget	Adjustment Budget	Actual	% Variance to Adjustments Budget
Total Operational Revenue (excluding tariffs)	-	-	-	(100,021)	0
Expenditure:					
Employees	6,606,329	7,193,794	9,684,662	9,560,620	1.28
Repairs and Maintenance	157,456	152,889	476,542	1,094,133	-129.60
Depreciation & Provisions			2,440,191	2,413,122	1.11
Other	465,260	463,365	4,524,153	5,522,249	-22.06
Total Operational Expenditure	7,229,045	7,810,048	17,125,548	18,590,123	-8.55
Net Operational (Service) Expenditure	7,229,045	7,810,048	17,125,548	18,490,102	-7.97

Table 139: Financial Performance 2012/2013 - Property, Legal, Risk Management and Procurement Services

Capital Expenditure 2012/2013: Property					
					R
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	% Variance to adjustment budget	Total Project Value
Total all	3,182,500	3,078,420	2,707,217	87.94	2,707,217
<i>Major projects</i>					
Upgrading of Civic centre air-conditioning	250,000	220,000	203,390	92.45	203,390
Upgrading of lease properties	600,000	600,000	587,891	97.98	587,891
Groenheuwel Community facility	0	283,961	216,439	76.22	216,439

Table 140: Capital Expenditure 2012/2013 - Property

COMMENT ON THE PERFORMANCE OF PROPERTY SERVICES OVERALL:

The property Services Unit continually strives to improve property management practices. Due to the limited capacity of this Unit, it is challenged to render a high level of property management services. The new organisational structure does make provision for additional capacity, which will be provided subject to available funding. The main projects for this Unit during the past year are listed below. These projects are priority projects and will, due to the extent thereof, feature on the programme of the Unit for years to come:

- (1) Upgrading/maintenance of Municipal Buildings. All the available funding for the maintenance and upgrading of leased properties have been spent. The funding needs for maintenance of buildings continues to grow faster than the available funding;
- (2) Upgrading of Civic Centre air-conditioning. This project is being undertaken over several years due to the extensive costs involved to upgrade the air-conditioning system which is now 38 years old. The upgrading allows for a phased approach and will be undertaken based on the funding available in each financial year. The total upgrading is expected to take place over a period of approximately 8 years; and
- (3) Upgrading of electrical wiring of the Civic Centre. The amount available on the budget for the year under review was inadequate to undertake some upgrading. The funding has been rolled over the next financial year. The total project will also be undertaken over at least five financial years due to the high costs involved.

COMMENT ON THE PERFORMANCE OF LEGAL SERVICES OVERALL:

The Legal Services Section of the Municipality plays a supporting role in protecting the Municipality from legal action by way of internal and external legal support services. At the same time legal action is instituted by the Municipality where necessary in order to enforce municipal legislation and contractual obligations. By the very nature of this unit's work, no capital projects were undertaken.

The Municipality has procured the services of an external service provider to assist the municipality in administering its own legislation by the development and promulgation of new legislation as well as the review of existing legislation. The Municipal Code encompasses all of the Municipality's own legislation and a report on the administering thereof is submitted to Council on an annual basis.

The capacity of the legal services unit is very limited and will be expanded in the future, subject to available funding.

Chapter 1: Mayor's Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service Delivery Performance (Performance Report)

Chapter 4: Organisational Development Performance

Chapter 5: Financial Performance

Chapter 6: Auditor General Audit Findings

Glossary

Appendices

CHAPTER 4: ORGANISATIONAL DEVELOPMENT PERFORMANCE

- Component A: Introduction to the Municipal Personnel
- Component B: Managing the Municipal Workforce
- Component C: Capacitating the Municipal Workforce
- Component D: Managing the Workforce Expenditure

INTRODUCTION

The Organisational development function falls under the Human Resources Section. Its main objectives are: To manage organisational design and business modelling, co-ordinate culture and change management, administer job descriptions, job evaluation system management, and to develop and maintain an effective employee performance appraisal system and awards process.

COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

Employees					
Description	2011/2012	2012/2013			
	Employees No.	Approved Posts No.	Employees No.	Vacancies No.	Vacancies No
Water		95	82	13	
Waste Water (Sanitation)		136	121	15	
Electricity		175	148	27	
Waste Management		189	153	36	
Housing		85	78	7	
Waste Water (Stormwater Drainage)		163	144	19	
Roads		19	12	7	
Transport		30	24	6	
Planning		53	47	6	
Local Economic Development		13	12	1	
Planning (Strategic and Regulatory)		39	38	1	
Community and Social Services		57	53	4	
Environmental Protection		5	5	0	
Health		0	0	0	
Security and Safety		208	187	21	
Sport and Recreation		377	321	56	
Corporate Policy Offices and other		363	301	62	
Totals		2,007	1,726	281	

Table 141: total number of employees

Vacancy Rate 2012/2013			
Designations	*Total approved posts No.	*Variances (total time that vacancies exist using fulltime equivalents) No.	*Variances (as a proportion of total posts in each category) %
Municipal manager	1	0	0
CFO	1	0	0
Other S57 Managers (excluding Finance Posts)	4	2	50
Other S57 Manager (Finance posts)	0	0	0
Municipal Police	0	0	0
Fire Fighters	36	4	11
Senior Management: Levels 13-15 (Excluding Finance Posts)	50	3	6
Senior Management: Levels 13-15 (Finance Posts)	11	6	54
Highly skilled supervision: levels 9-12 (excluding Finance posts)	105	18	17.1
Highly skilled supervision: levels 9-12 (Finance posts)	17	5	29.4
Total	225	38	

Note: These figures are based on the holding structure as the new organogram was not populate don 30 June 2013.

Table 142: Vacancy Rate 2012/2013

Turn-over Rate			
Details	Total appointments as of beginning of financial year No.	Terminations during the financial year No.	Turnover Rate*
2010/2011	1,790	74	4.1
2011/2012	1,765	90	5.1
2012/2013	1,765	107	6.06

**Divide the number of employees who have left the organisation within a year, by total number of employees who occupied posts at the beginning of the year.*

Table 143: Turn-over Rate

COMMENT ON VACANCIES AND TURNOVER

The Municipality has been fortunate to attract highly skilled senior managers and a Municipal Manager to head the organisation; and it is currently actively recruiting employees to fill other critical vacancies and to populate the new structure with suitably qualified employees in the posts on the new organogram. The Municipality mainly loses employees to other municipalities where they are offered higher positions and at higher

salaries due to the experience they have gained at a large municipality like Drakenstein. Due to the regulatory environment affecting salary structures, paying higher salaries than the standardised evaluated salary is not easily achieved. Paying scarce skills allowances is also not the answer as the determination on what is a scarce skill and when the scarcity ends has its own challenges. The turnover rate of 6.06% is well within the norm.

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

The recruitment and selection policy is under review and a temporary staff policy is developed for adoption. The re-structuring process has been finalised and the placements process is underway. All positions will be advertised after the placement process is complete. The Municipality has a few challenges in the managing of staff. It starts with the fact that the Municipality was incorrectly graded in the SALGA and Bargaining Council grading process in 2008. As the second largest Municipality in the Western Cape and the largest outside the City of Cape Town it was graded lower than municipalities like George and graded on the same level as municipalities like Stellenbosch and Mosselbay with half its staff component. This brings challenges when recruiting staff and retaining qualified and experienced staff as they are lured away by the City of Cape Town and other municipalities offering higher salaries.

4.2 POLICIES

HR Policies and Plans				
Name of policy		Completed	Reviewed	Date adopted by Council or comment on failure to adopt
1	Human Resource and Development	14/11/2005	Currently under review	Consultation with unions
2	Performance Management and Development		Currently under review	Consultation with unions
4	Recruitment, Selection and Appointments	27/11/2008	Currently under review	Consultation with unions
5	Sexual Harassment	25/10/2007	Review targeted for 2013/14	
6	Smoking	30/7/2002	Review targeted for 2013/14	
7	Training	27/11/2008	Review targeted for 2013/14	
8	Rehabilitation/Alcohol	28/9/2006	Review targeted for 2013/14	28/9/2006
9	Cellular telephone	11/12/2013		11/12/2013
10	Supply Chain	1/11/2005	24/05/2012	24/05/2013
11	Placement Policy	30/12/2012		13/12/2012
12	Appointment of Temporary Staff Policy		Draft policy	Consultation with trade unions
13	Private Work Policy	13/12/2012		13/12/2012

HR Policies and Plans				
Name of policy		Completed	Reviewed	Date adopted by Council or comment on failure to adopt
14	Accelerated Promotion Policy	20/6/2012		20/6/2012
15	Overtime Policy	30/5/2012	24/5/2013	24/5/2013

Table 144: HR Policies and Plans

The Recruitment and Selection Policy is under review and a Temporary Staff Policy was developed for adoption. Both policies will be tabled at Council for adoption by September 2013.

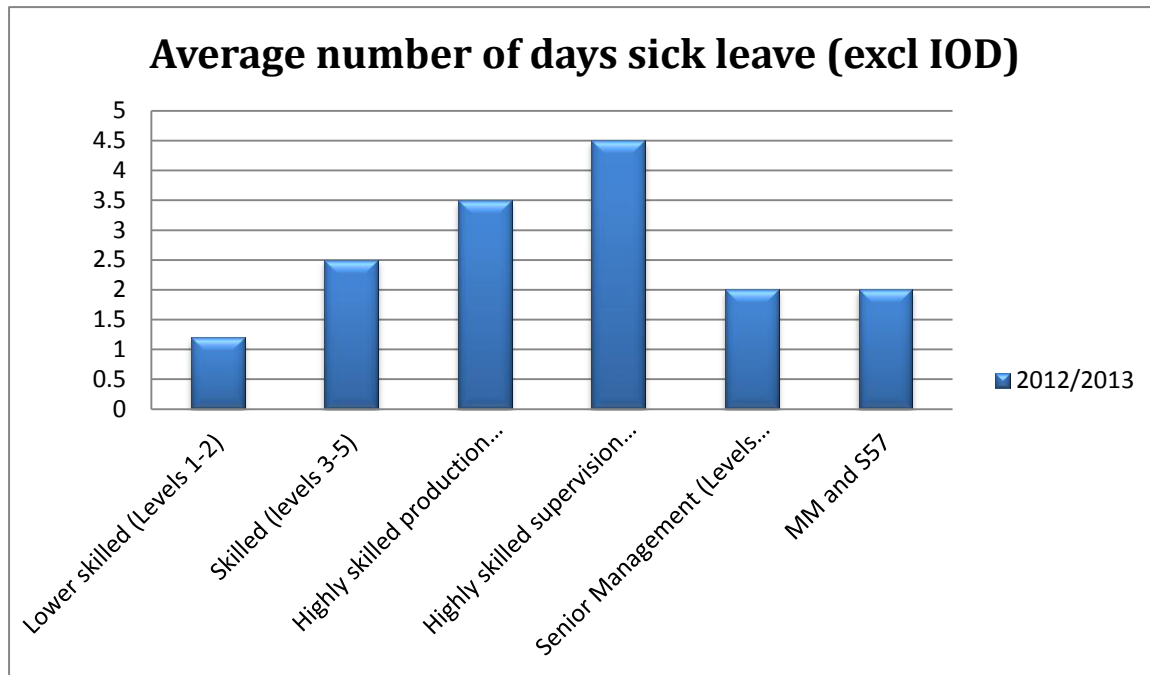
4.3 INJURIES, SICKNESS AND SUSPENSIONS

Number and cost of Injuries on duty					
Type of injury	Injury Leave Taken Days	Employees using injury leave No.	Proportion employees using sick leave %	Average injury - Leave per employee Days	Total estimated cost R
Required basic medical attention only	613	197	132	3	212,383
Temporary total disablement	589	1	1	589	113,236
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0
Total	1,202	198	133	592	325,619

Table 145: Number and cost of injuries on duty

Number of days and cost of sick leave (Excluding injuries on duty)					
Designations	Total sick leave Days	Proportion of sick leave without medical certification %	Employees using sick leave No.	Total employees in post* No.	*Average sick leave per employee Days
Lower skilled (levels 1- 2)	2,303	17.46	437	678	3.40
Skilled (levels 3-5)	2,638	16.87	498	766	3.44
Highly skilled production (Levels 9- 12)	1,549	25.69	192	305	5.08
Senior Management (levels 13 - 15)	16	12.50	5	11	1.45
MM and S57	9	44	3	5	1.80
Total	6,515		1,135	1,765	3.69

Table 146: Number of days and cost of sick leave (excluding injuries on duty)



Graph 12: Average number of days sick leave

No deaths or major injuries at work were experienced in this financial year. The Health and Safety Officer and line management are encouraged to continuously increase awareness amongst employees resulting in minimised injuries taking place. Accredited Training in respect of Occupational Health and Safety is annually implemented for Health and Safety Representatives and employees. This assists in increasing awareness and reduces Health and Safety accidents. Personnel records of the number of sick leave and instances are kept and reported. There are several employees who are under investigation due to a high absenteeism related to illnesses.

Number and period of suspensions				
Position	Nature of alleged misconduct	Date of suspension	Details of disciplinary action taken or status of case and reasons why not finalised	Date finalised
Worker	Theft	5 Jun 2013	Disciplinary hearing.	Pending
Supervisor	Theft	5 Jun 2013	Disciplinary hearing.	Pending
Supervisor	Sexual Harassment	21 Feb 2013	Only witness (complainant) was booked off for long continuous period where after she resigned.	4 Jun 2013
Manager	Irregularities with SCM process	8 Feb 2013	Employer had to apply for condonation to proceed with disciplinary hearing.	Pending
Traffic Officer	License fraud	15 Jan 2013	Disciplinary hearing Hearing took place over a few days before it was finalized.	30 Apr 2013

Number and period of suspensions				
Position	Nature of alleged misconduct	Date of suspension	Details of disciplinary action taken or status of case and reasons why not finalised	Date finalised
Exec Director	Irregularities with the SCM process	9 Nov 2012	Disciplinary hearing lengthy case with many witnesses and documentation to be examined thoroughly.	Pending
Worker	Theft	2 Nov 2012	Disciplinary hearing.	18 Dec 2012
Worker	Theft	2 Nov 2012	Disciplinary hearing.	18 Dec 2012
Worker	Seriously threatened senior	10 Jul 2012	Disciplinary hearing.	10 Oct 2012
Head of Dept.	Irregularities with the SCM process	25 April 2012	Disciplinary hearing lengthy case with many witnesses and documentation to be examined thoroughly.	Pending

Table 147: Number and period of suspension

4.4 PERFORMANCE REWARDS

Performance Rewards by Gender					
Designations	Gender	Total number of employees in group	Number of beneficiaries	Expenditure on rewards 2012/213 R	Proportion of beneficiaries within group %
Lower skilled (Levels 1 – 2)	Female	N/A	N/A	N/A	N/A
	Male	N/A	N/A	N/A	N/A
Skilled (Levels 3 – 5)	Female	N/A	N/A	N/A	N/A
	Male	N/A	N/A	N/A	N/A
Highly skilled production (Level 6 – 8)	Female	N/A	N/A	N/A	N/A
	Male	N/A	N/A	N/A	N/A
Highly skilled supervision (levels 9 – 12)	Female	N/A	N/A	N/A	N/A
	Male	N/A	N/A	N/A	N/A
Senior Management (Levels 13 – 15)	Female	N/A	N/A	N/A	N/A
	Male	N/A	N/A	N/A	N/A
MM and S57	Female	1	0	0	0
	Male	5	3	181,463	60%
Total		6	3	181,463	50%
Has the statutory municipal calculator been used as part of the evaluation process?					Yes

Table 148: Performance Rewards by Gender

Performance Rewards

Performance bonuses were paid to three (3) S57 Managers for performance rendered in 2011/2012 financial year. Their contracts were changed in line with the employment contracts of the newly appointed Municipal Manager and S57 Managers who do not get performance bonuses. Therefore no bonuses were paid for the 2012/2013 financial year although the performance was monitored and reported on as required.

COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

Implementation of the 2012/2013 Workplace Skills Plan as approved by the skills development stakeholder was a great success. Not all areas were covered due to the unavailability of accredited service providers. Efforts are made in collaboration with SCM to incorporate more accredited skills development service providers to the Drakenstein Municipality suppliers' database.

Skills Matrix														
Management level	Gender	Employees in post as at 30 June 2013	Number of skilled employees required and actual as at 30 June 2013											
			Learnerships			Skills programmes and other short courses			Other forms of training			Total		
		No.	Actual 30 June 2012	Actual 30 June 2013	Target	Actual 30 June 2012	Actual 30 June 2013	Target	Actual 30 June 2012	Actual 30 June 2013	Target	Actual 30 June 2012	Actual 30 June 2013	Target
MM and S57	Female	1	0	0	0	0	0	0	1	1	1	1	1	1
	Male	4	0	0	0	0	0	0	1	1	1	1	1	1
Councillors, Senior Officials and Managers	Female	32	0	0	0	23	23	23	0	0	0	23	23	23
	Male	65	0	0	0	38	38	38	0	0	0	38	38	38
Technicians and Associate Professionals	Female	68	0	0	0	18	18	18	0	0	0	18	18	18
	Male	170	0	0	0	31	31	31	0	0	0	31	31	31
Professionals	Female	11	0	0	0	4	4	4	0	0	0	4	4	4
	Male	32	0	0	0	10	10	10	0	0	0	10	10	10
Sub-total	Female	112	0	0	0	45	45	45	1	1	1	46	46	46
	Male	271	0	0	0	79	79	79	1	1	1	80	80	80
Total		383	0	0	0	124	124	124	2	2	2	126	126	126

Table 149: Skills Matrix

Financial Competency Development: Progress Report						
Description	A. Total number of officials employed by municipality (regulation 14(4)(a) and (c))	B. Total number of officials employed by municipality entities (regulation 14(4)(a) and (c))	Consolidated : Total of A and B	Consolidated Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials	191	13	204	3	0	1
Accounting Officer	1	1	1	1	1	0
Chief Financial Officer	1	1	1	1	1	1
Senior Managers	3	3	3	3	3	1
Any other financial officials	44	44	44	0	0	0
Supply Chain Management Officials	10	1	10	1	0	1
Heads of Supply Chain Management Units	1	1	1	1	1	1
Supply Chain Management Senior Managers	2	2	2	2	1	2
Total	254	66	266	12	7	7
<i>*This is a statutory report under the National Treasury: Local Government: MFMA Competency Regulations (June 2007)</i>						

Table 150: Financial Competency Development - Progress Report

Skills Development Expenditure											R
Management Level	Gender	Employees as at the beginning of the financial year	Original Budget and Actual Expenditure on skills development 2012/213								
			Learnerships		Skills Programmes and other short courser		Other forms of training		Total		
		No.	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	
MM and S57	Female	1	-	-	-	-	-	-	-	-	
	Male	1	-	-	-	-	-	-	-	-	
Legislators, Senior Officials and Managers	Female	23	-	-	-	-	-	-	-	-	
	Male	38	-	-	-	-	-	-	-	-	
Professionals	Female	4	-	-	-	-	-	-	-	-	
	Male	10	-	-	-	-	-	-	-	-	
Technicians and Associate Professionals	Female	18	-	-	-	-	-	-	-	-	
	Male	31	-	-	-	-	-	-	-	-	
Clerks	Female	101	-	-	-	-	-	-	-	-	
	Male	33	-	-	-	-	-	-	-	-	
Service and Sales Workers	Female	18	-	-	-	-	-	-	-	-	
	Male	4	-	-	-	-	-	-	-	-	
Plant and machine operators and assemblers	Female	0	-	-	-	-	-	-	-	-	
	Male	11	-	-	-	-	-	-	-	-	
Elementary occupations	Female	41	-	-	-	-	-	-	-	-	
	Male	58	-	-	-	-	-	-	-	-	
Sub-total	Female	206	-	-	-	-	-	-	-	-	
	Male	186	-	-	-	-	-	-	-	-	
Total		392	R 200,000	R 72,227	R 325,000	R 204, 878	R 697,620	R 885,864	R 122,620	R 1,132,969	

Note: Amount Budget Expenditure is R 1,132,969. This translate to 94% budget spent of R1,222,620 (original budget) allocated for the Workplace Skills Plan (2012/2013)

Table 151: Skills Development Expenditure

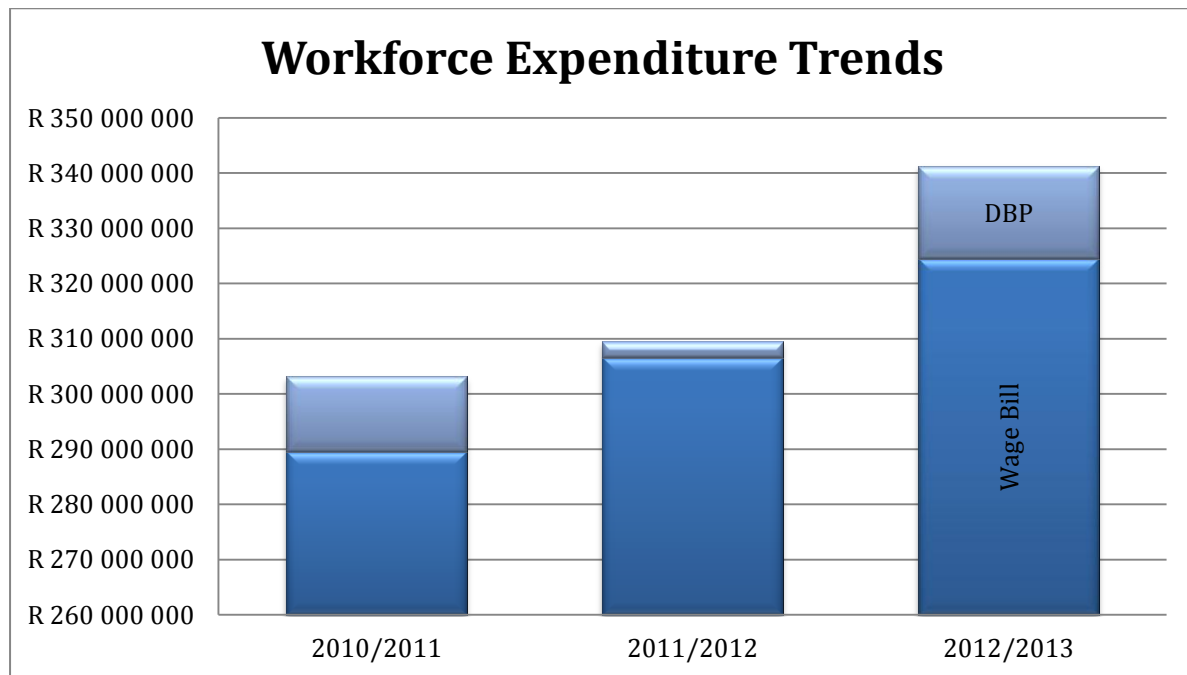
The Municipality budgeted R1,222,620 and spent 94% of the amount on the approved Skills Plan (2012/2013). The outstanding interventions could not be implemented due to lack of accredited training providers to rollout training. National Treasury successfully granted Drakenstein Municipality as a Special Merit Case for legislative implementation of Municipal Finance Minimum Competencies. The Municipality is in the process of prioritising managers who should this training.

COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

INTRODUCTION TO WORKFORCE EXPENDITURE

Municipalities are required to carry out quality services in an effective, efficient and financially sound manner by supporting the principles of ensuring cost-effective and affordable service delivery. Accountability and transparency are, therefore, important when managing workforce expenditure. It is important if we want to be effective, to ensure, that we plan properly. A capital expenditure plan was introduced for this purpose to ensure the spending on projects are completed by setting time frames for all the processes leading up to the successful completion of the project. To ensure that we adhere to legislation only approved and budgeted posts on the structure are advertised. All positions are advertised on the Municipality's website and the local media. Advertising in other media is based on the target market for the post. This saves on advertising costs and in the electronic age gives easy and quick access to applicants. Drakenstein appoints employees who share the vision of "A Place of Excellence" and who will add value to the organisation. Training and development of internal staff is aimed at ensuring that they are able to fulfil their duties better.

4.5 EMPLOYEE EXPENDITURE



Graph 13: Workforce Expenditure Trends

COMMENT ON WORKFORCE EXPENDITURE

Drakenstein's workforce expenditure of R 341,296,148 accounted for 25.4% of the total operating budget expenditure of R 1,343,415,074 for the 2012/2013 financial year. This included R 16,776,891 for provisions for defined benefit plan (DBP) expenses as required by the SA Standards of GRAP. The workforce expenditure of R 309,511,008 for the 2011/2012 financial year, after restatements, accounted for 25.8% of the total operating budget expenditure of R 1,198,842,080. This included R 2,839,136 for provisions for DBP expenses as required by the SA Standards of GRAP after taking into account R 15,808,053 worth of actuarial gains for post-employment health care benefits. For the 2010/2011 the workforce expenditure of R 303,205,662 accounted for 28.4% of the total operating budget expenditure of R 1,065,230,093. This included R 13,613,886 for provisions for DBP expenses as required by the SA Standards of GRAP. It is clear from the above that the total workforce expenditure as a percentage of the total operating budget decreased substantially over the last two financial years from 28.4% to 25.8% to 25.4%. Monetarily, the total workforce expenditure increased at an acceptable rate although the actual gains of R 15,808,053 for the DBP post-employment health care benefit expenses in the 2011/2012 financial year distorts the picture somewhat.

Number of employees whose salaries were increased due to their positions being upgraded		
Beneficiaries	Gender	Total
None for 2012/13 (The last parity adjustments were done before the 2012/13 financial year)		

Table 152: Number of employees whose salaries were increased due to their positions being upgraded

Employees whose salary levels exceed the grade determined by job evaluation				
Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
N/A TASK has not been implemented yet.				

Table 153: Employees whose salary levels exceed the grade determined by job evaluation

Employees appointed to posts not approved				
Department	Level	Date of appointment	No. appointment	Reason for appointment when no established exist
No appointments were made to posts not approved on the structure				

Table 154: Employees not appointed to posts not approved

DISCLOSURES OF FINANCIAL INTERESTS

Disclosures have been made by officials and councillors concerning their financial interests as required by Municipal Performance Regulations 805 of 2006 are set out in Appendix I. No transgressions due to financial interests occurred.

Chapter 1: Mayor`s Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service Delivery Performance (Performance Report)

Chapter 4: Organisational Development Performance

Chapter 5: Financial Performance

Chapter 6: Auditor General Audit Findings

Glossary

Appendices

CHAPTER 5: FINANCIAL PERFORMANCE

- Component A: Statements of Financial Performance
- Component B: Spending against Capital Budget
- Component C: Cash Flow Management and Investments
- Component D: Other Financial matters

COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

INTRODUCTION TO FINANCIAL STATEMENTS

The following sections provide an overview of the financial results of the Municipality for the year under review per economic classification compared to the prior year audited results, the original and final adjusted budget.

Note: Statements of Revenue Collection Performance by vote and by source are included at **Appendix J**.

Financial Summary						
R'000						
Description	2011/2012	Current Year 2012/2013			2012/2013 % Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjusted Budget
Financial Performance						
Property rates	166,939	188,798	181,759	179,769	(5%)	(1%)
Service charges	755,177	898,655	862,474	884,646	(2%)	3%
Investment revenue	5,338	6,276	6,165	6,121	(2%)	(1%)
Transfers recognised – operational	128,490	149,373	135,164	142,884	(4%)	6%
Other own revenue	59,056	80,989	67,801	81,639	1%	20%
Total Revenue (excluding capital transfers and contributions)	1,115,000	1,324,091	1,253,363	1,295,059	(2%)	3%
Employee costs	309,511	320,543	345,278	340,184	6%	(1%)
Remuneration of Councillors	16,654	18,437	17,641	17,641	(4%)	0%
Depreciation	156,972	137,518	157,521	153,285	11%	(3%)
Finance charges	36,854	51,983	49,317	49,276	(5%)	0%
Materials and bulk purchases	429,652	483,812	474,322	466,494	(4%)	(2%)
Transfers and grants	665	885	885	428	(52%)	(52%)
Other expenditure	248,534	310,878	300,465	300,465	(3%)	0%
Total expenditure	1,198,842	1,324,055	1,345,430	1,343,415	1%	0%
Surplus (Deficit)	(83,842)	7,393	(72,705)	(48,356)	(754%)	(33%)
Transfers recognised-capital	48,324	48,471	56,763	56,631	17%	0%
Contributions recognised – capital and contributed assets	-	-	-	-	-	-
Surplus (Deficit) after capital transfers and contributions	(35,518)	48,507	(17,964)	8,275	(83%)	(146%)
Share of	-	-	-	-	-	-

Financial Summary						
R'000						
Description	2011/2012	Current Year 2012/2013			2012/2013 % Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
surplus/(deficit) of associate	-	-	-	-	-	-
Surplus (Deficit) for the year	(35,518)	48,507	(17,964)	8,275	(83%)	(146%)
Capital expenditure and funds sources						
Capital expenditure	272,145	277,652	246,787	235,214	(15%)	(5%)
Transfers recognised - capital	66,431	48,471	56,763	56,631	17%	0%
Public contributions and donations	-	-	-	-	-	-
Borrowing	155,613	216,135	171,633	166,904	(23%)	(3%)
Internally generated funds	50,101	13,046	18,391	11,679	(10%)	(36%)
Total sources of capital funds	272,145	277,652	246,787	235,214	(15%)	(5%)
Financial position						
Total current assets	315,871	524,022	439,825	416,114	(21%)	(5%)
Total non-current assets	4,122,191	3,613,206	3,654,936	4,168,391	15%	14%
Total current liabilities	278,631	240,197	240,197	361,848	51%	51%
Total non-current liabilities	610,649	772,538	772,538	706,987	(8%)	(8%)
Community wealth/Equity	3,548,782	3,124,493	3,082,026	3,549,574	14%	15%
Cash flows						
Net cash from (used) operating	70,325	181,023	122,217	125,615	(31%)	3%
Net cash from (used) investing	(268,120)	(273,152)	(246,287)	(235,256)	(14%)	(4%)
Net cash from (used) financing	168,936	168,673	139,523	133,530	(21%)	(4%)
Cash/cash equivalents at the year end	111,957	188,501	127,410	135,846	(28%)	7%
Cash backing/surplus reconciliation						
Cash and investments available	111,957	188,501	127,410	135,846	(28%)	7%
Application of cash and investments	(96,669)	(56,789)	(56,789)	(101,519)	79%	79%
Balance – surplus (shortfall)	15,288	131,712	70,621	34,327	(74%)	(51%)
Asset Management						
Asset register summary (WDV)	4,118,813	3,585,181	3,626,031	4,065,661	13%	12%

Financial Summary						
R'000						
Description	2011/2012	Current Year 2012/2013			2012/2013 % Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
Depreciation and asset impairment	156,353	137,517	157,521	153,284	11%	(3%)
Renewal of existing assets	0	277,652	246,787	234,518	(16%)	(5%)
Repairs and maintenance	54,058	68,397	51,385	53,382	(22%)	4%
Free services						
Cost of Free Basic Services provided	56,043	69,600	46,700	52,684	(24%)	13%
Revenue cost of free services provided	56,043	69,600	46,700	52,684	(24%)	13%
Households below minimum service level						
Water*	50	5,476	5,476	5,476	0	0
Sanitation/sewerage*	540	2995	2995	2,995	0	0
Energy**	-	5,000	5,000	4,946	1	1
Refuse*	6875	5,950	2,073	2,032	66	2

* Note: No backlog on providing minimum services to formal households.

**Only some informal settlements are below the minimum service level.

Table 155: Financial Summary

Financial Performance of Operational Services						
R'000						
Description	2011/2012	Current Year 2012/2013			2012/2013 % Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
Operating Cost						
Water	64,121	64,447	70,674	67,207	4%	(5%)
Waste Water (Sanitation)	49,462	55,516	58,259	59,466	7%	2%
Electricity	524,733	582,492	581,083	582,704	0%	0%
Waste Management	43,711	47,088	47,728	52,406	11%	10%
Component A: sub-total	682,027	749,543	757,744	761,783	2%	1%
Roads	75,609	74,350	83,863	79,363	7%	(5%)
Planning	26,167	30,841	30,414	28,870	(6%)	(5%)
Environmental Protection	-	-	-	-	-	-
Component B: sub-total	101,776	105,191	114,277	108,233	3%	(5%)

Financial Performance of Operational Services						
R'000						
Description	2011/2012	Current Year 2012/2013			2012/2013 % Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
Community and Social Services	19,841	23,603	22,109	21,555	(9%)	(3%)
Sport and Recreation	44,719	48,588	50,870	49,269	1%	(3%)
Security and Safety	35,984	43,722	41,940	42,405	(3%)	1%
Housing	85,262	112,658	104,394	109,462	(3%)	5%
Health	5,004	5,541	5,686	5,347	(4%)	(6%)
Component C: sub-total	190,810	234,112	224,999	228,038	(3%)	1%
Corporate Policy Offices and Other	219,755	235,208	248,400	245,345	4%	(1%)
Component D: sub-total	219,755	235,208	248,400	245,345	4%	(1%)
Total Expenditure	1194,368	1324,054	1345,420	1343,399	1%	0%

Table 156: Financial Performance of Operational Services

COMMENT ON FINANCIAL PERFORMANCE:

As stated in the financial overview, the financial performance of the Municipality has been showing an improved trend when compared to the results for the 2011/2012 financial year. If compared to the adjustment budget, an overall saving of R2,033,000 was achieved by means of conservative budgeting and control over spending. The most significant overspending is noted in Housing, being R5,068,000 which was mainly due to incomplete housing units at year-end to be held as inventory in terms of GRAP 12 and only expensed once transferred. Other significant variances were identified in the Waste Management Function, which was due to an increase in the provision for the rehabilitation of landfill sites.

5.1 GRANTS

Grant Performance						
R'000						
Description	2011/2012	2012/2013			2012/2013 Variance	
	Actual	Budget	Adjustment Budget	Actual	Original Budget (%)	Adjustment Budget (%)
Operating Transfers and Grants						
National Government:	80,631	119,527	122,638	124,243	103.95%	101.31%
Equitable share	79,836	69,397	74,306	74,306	107.07%	100.00%
Municipal Infrastructure Grant (MIG)		35,080	35,080	34,968	99.68%	99.68%
Municipal Systems Improvement	790	800	800	800	100.00%	100.00%

Grant Performance						
R`000						
Description	2011/2012	2012/2013			2012/2013 Variance	
	Actual	Budget	Adjustment Budget	Actual	Original Budget (%)	Adjustment Budget (%)
Department of Water Affairs	5	1,250	1,250	1,250	100.00%	100.00%
Electrification Grant		5,000	5,140	4,946	98.92%	96.23%
Regional Bulk Services Infrastructure Grant		7,000	5,062	7,000	100.00%	138.29%
Expanded Public Works Grant (EPWP)		1,000	1,000	973	97.30	97.30
Other transfers/grants (insert description)	0	0	0	0	0	0
Provincial Department:	68,190	64,673	72,536	72,460	112.04	99.90
Library Personnel	1,353	1,488	1,665	1,534	103.09	92.13
Housing	65,899	62,996	70,495	70,515	111.94	100.03
Community Development Workers	182	189	376	411	217.46	109.31
Other transfers/grants (insert description)	0	0	0	0	0	0
District Municipality:	400	0	0	0	0	0
(Insert description)	400	0	0	0	0	0
Other grant providers:	0	0	6,412	2,246		
(Insert description)	0	0	6,412	2,246	0.00	35.03
Total Operating Transfers and Grants	149,221	184,200	201,586	198,949	108.01	98.69

Table 157: Grant Performance

COMMENT ON OPERATING TRANSFERS AND GRANTS

All grants received that did not form part of the Division of Revenue Act (DORA) allocation as gazetted was utilised as per conditions set in the service level agreements. All grants utilised was treated in accordance to GRAP 25.

Grants received from sources other than Division of Revenue Act (DoRA)						
Details of Donor	Actual Grant 2011/2012	Actual Grant 2012/2013	2012/2013 Municipal Contribution	Date Grant terminates	Date Municipal contribution terminates	Nature and benefit from the grant received, include description of any contributions in kind
A - Municipal Infrastructure Grant		35,080	0	Ongoing		
B - Financial Management Grant		1,250	0	Ongoing		
C - Municipal Systems Improvement		800	0	Ongoing		

Grants received from sources other than Division of Revenue Act (DoRA)						
Details of Donor	Actual Grant 2011/2012	Actual Grant 2012/2013	2012/2013 Municipal Contribution	Date Grant terminates	Date Municipal contribution terminates	Nature and benefit from the grant received, include description of any contributions in kind
Grant						
D - Electrification Grant		5,000	0	Ongoing		
E - RBIG						
Foreign Governments/Development Aid Agencies						
N/A						

Table 158: Grants received from sources other than Division of Revenue Act (DoRA)

COMMENT ON CONDITIONAL GRANTS AND GRANT RECEIVED FROM OTHER SOURCES

All grants received that did not form part of the DORA allocation as gazetted was utilised as per conditions set in the service level agreements. All grants utilised were treated in accordance with GRAP 25.

5.2 ASSET MANAGEMENT

INTRODUCTION TO ASSET MANAGEMENT

The Municipality ensures through its Asset Management Strategy that it:

- consistently applies asset management principles;
- applies accrual accounting;
- complies with the MFMA, GRAP and other related legislation; and
- safeguards and controls the assets of the municipality; and optimises asset usage.

There is however a number of issues related to asset management, that influences the asset management strategy of the Municipality. The following are some of the more significant issues that have been identified:

- Lack of an appropriate integrated asset management system. Currently all asset systems do not integrate automatically; and
- Lack of capacity within the asset management section which will be addressed through the restructuring and re-engineering of the whole unit through the organisational re-design exercise and the appointment of people to capacitate the asset management section to produce a fully GRAP compliant asset register and to maintain such register.

At present the Municipality is reliant on external consultants to assist in the unbundling and componentisation of completed assets, mainly due to a lack of capacity in both the Finance and Engineering Departments.

Treatment of the largest assets acquired 2012/2013			
Asset 1			
Name	Bulk Gravity Outfall Sewer Carolina Road		
Description	Sewerage network		
Asset type	Infrastructure		
Key staff involved	Water services personnel		
Staff responsibilities	Maintenance of Sewerage and water networks		
Asset Value	2010/2011	2011/2012	2012/2013
		R 39,379,660	R 16,446,477
Capital implications	Depreciation and payment of interest on loan used to fund project.		
Future purpose of asset	Upgrading and replacement of main bulk sewer to Southern Paarl to increase capacity and reduce pollution to the Berg River.		
Describe key issues	No major issues were identified during the construction of the asset		
Policies in place to manage asset	Asset Management policy		
Asset 2			
Name	Bulk Gravity Outfall Sewer Paarl South		
Description	Sewerage network		
Asset type	Infrastructure		
Key staff involved	Water services personnel		
Staff responsibilities	Maintenance of Sewerage and water networks		
Asset Value	2010/2011	2011/2012	2012/2013
	R 33,498,147	R 50,498,005	R 38,437,391
Capital implications	Depreciation and payment of interest on loan used to fund project.		
Future purpose of asset	Upgrading and replacement of main bulk sewer to Southern Paarl to increase capacity and reduce pollution to the Berg River		
Describe key issues	No major issues were identified during the construction of the asset		
Policies in place to manage asset	Asset Management policy		
Asset 3			
Name	Pentz Street Pump Station & New Rising		
Description	Sewerage network		
Asset type	Infrastructure		
Key staff involved	Water services personnel		
Staff responsibilities	Maintenance of Sewerage and water networks		
Asset Value	2010/2011	2011/2012	2012/2013
			R 10,500,000
Capital implications	Depreciation and payment of interest on loan used to fund project.		
Future purpose of asset	The upgrading is a multi-year project to ensure that it handles the full complement of sewage and stormwater of Wellington and to also ensure that no sewage ends up in the Berg River. When completed during 2013 it will be a state of the art pump station.		
Describe key issues	No major issues were identified during the construction of the asset		
Policies in place to manage asset	Asset Management Policy		

Table 159: Treatment of the largest assets acquired 2012/2013

COMMENT ON ASSET MANAGEMENT

The projects were identified through the Infrastructure Master Plan and the priorities contained in the IDP. They were funded through loans and grants. No tariffs were raised to fund these projects.

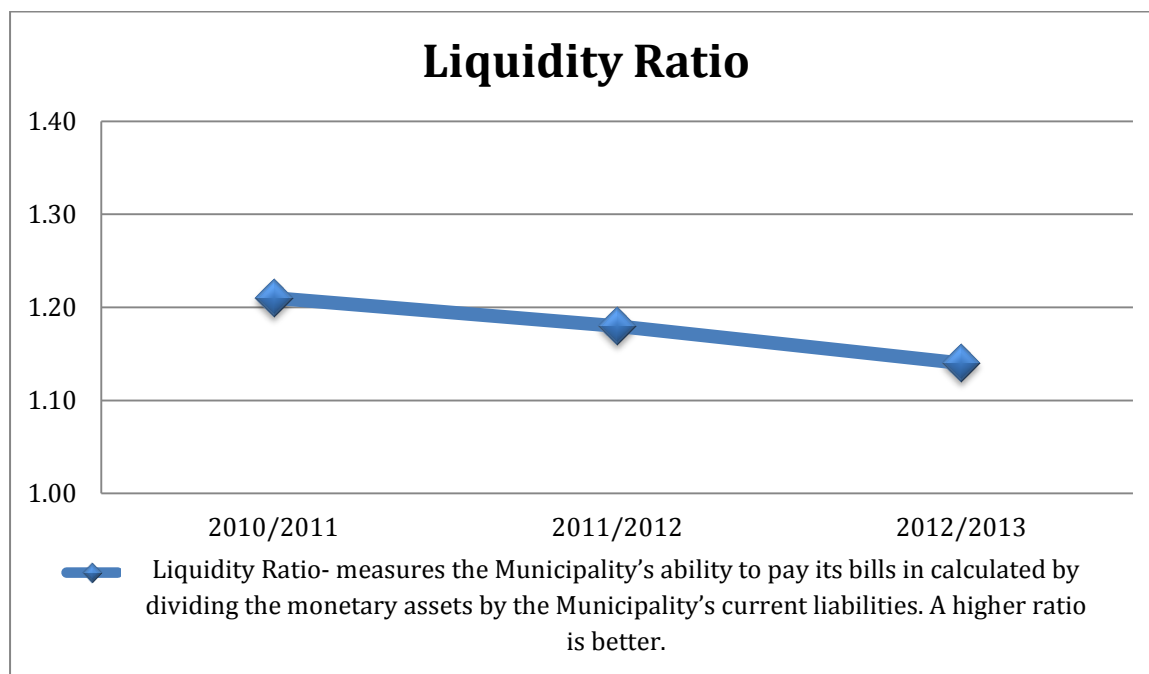
Repair and Maintenance Expenditure 2012/2013				
				R`000
Description	Original Budget	Adjustment Budget	Actual	Budget Variance
Repairs and maintenance expenditure	68,397	57,742	53,382	(8%)

Table 160: Repair and Maintenance Expenditure 2012/2013

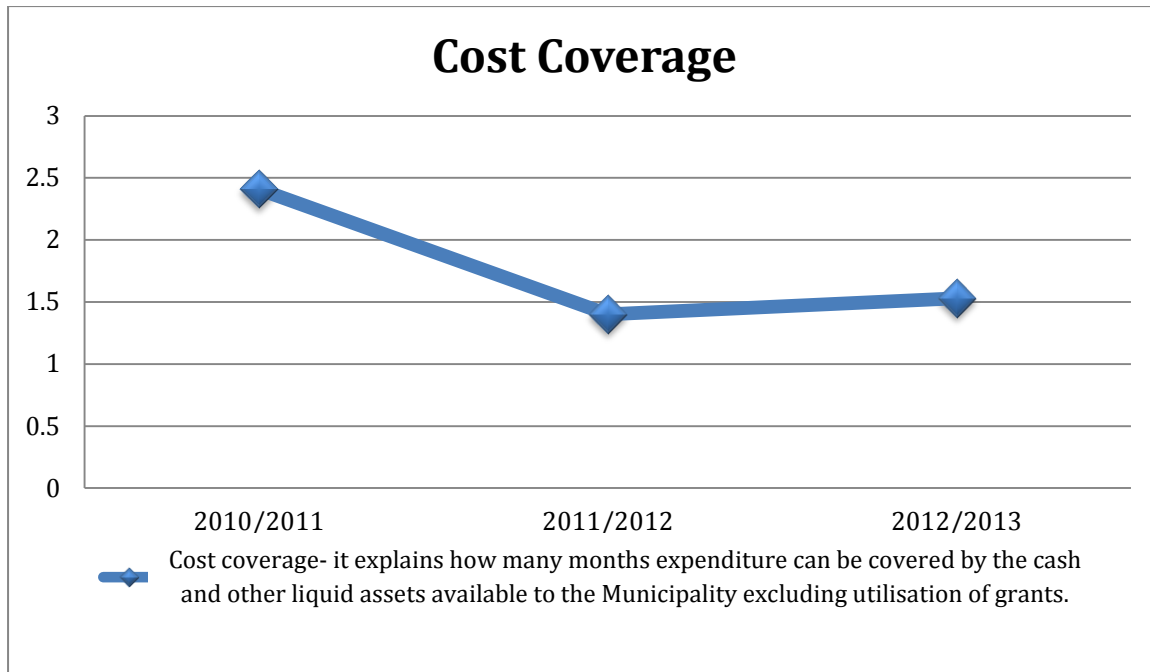
COMMENT ON REPAIR AND MAINTENANCE EXPENDITURE

This expenditure only reflects actual expenditure on budgeted repairs and maintenance items and do not include internal labour and capital charges.

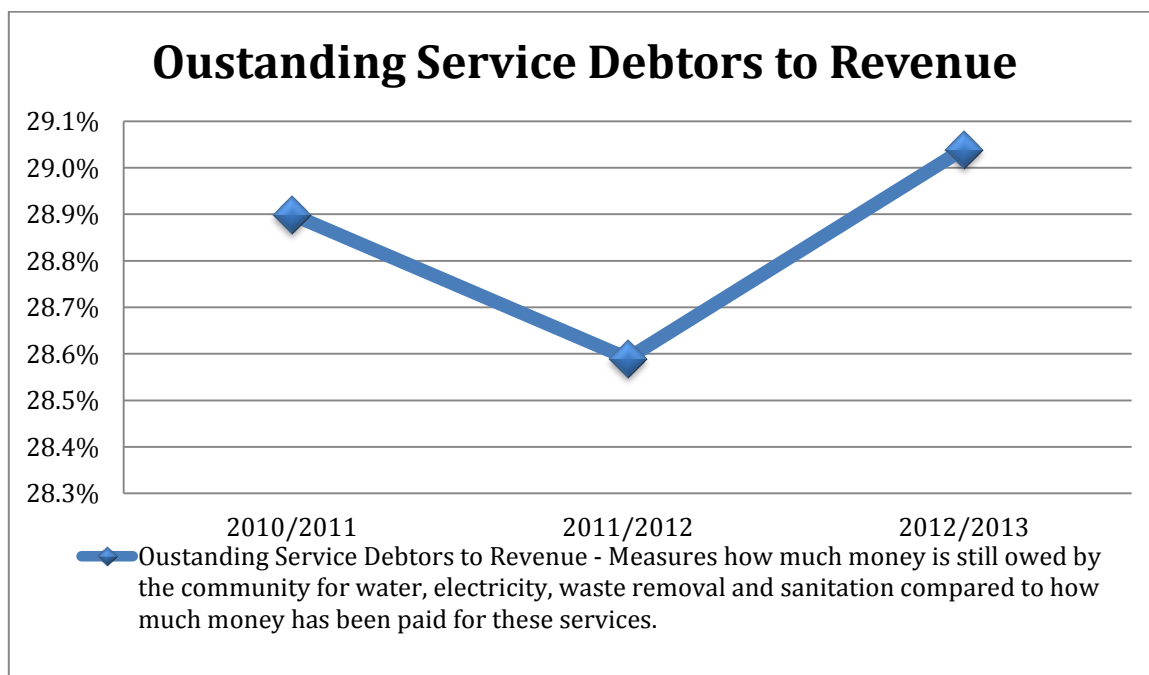
5.3 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS



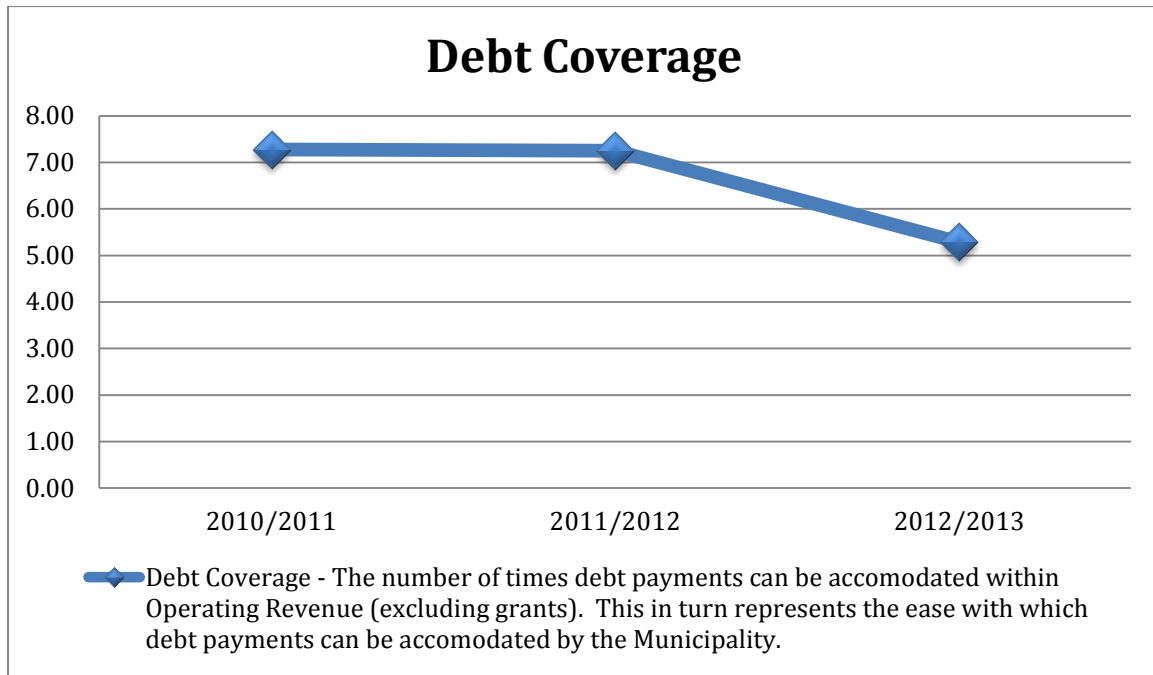
Graph 14: Liquidity Ratio



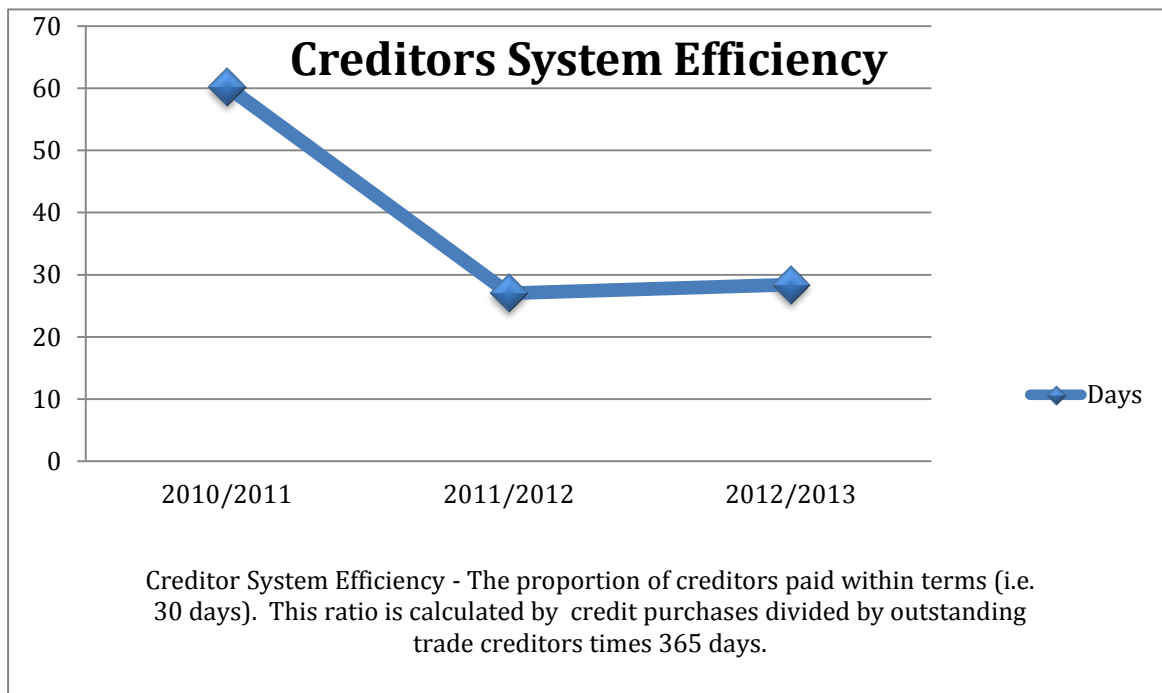
Graph 15: Cost Coverage



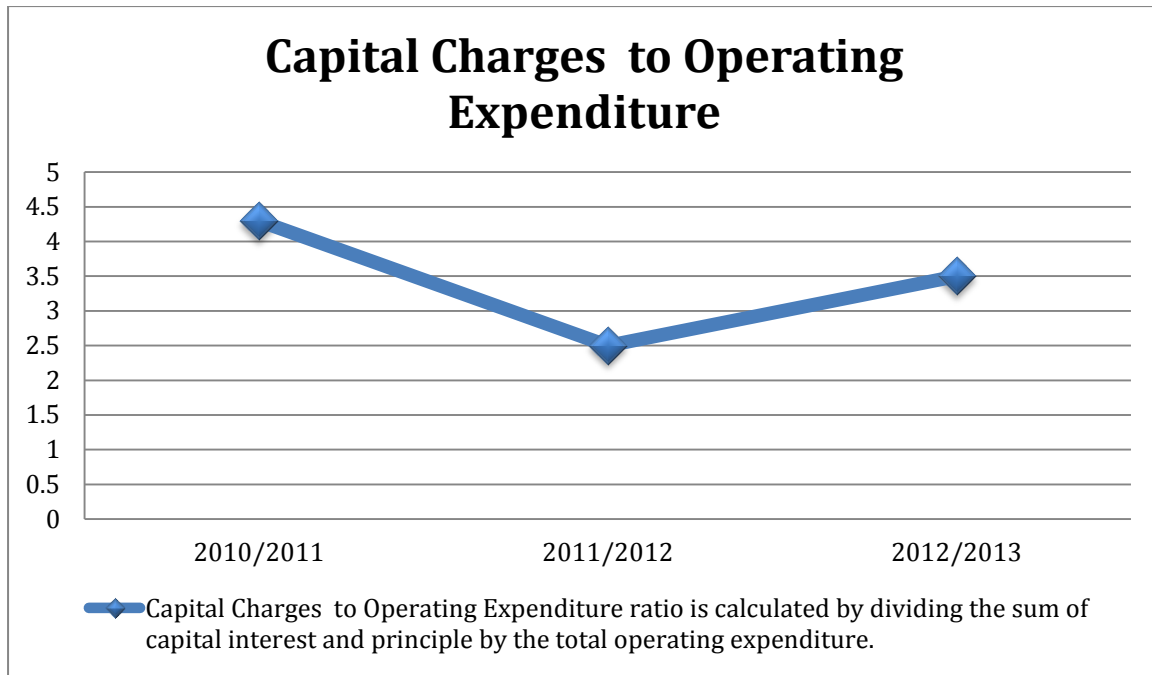
Graph 16: Outstanding Service Debtors to Revenue



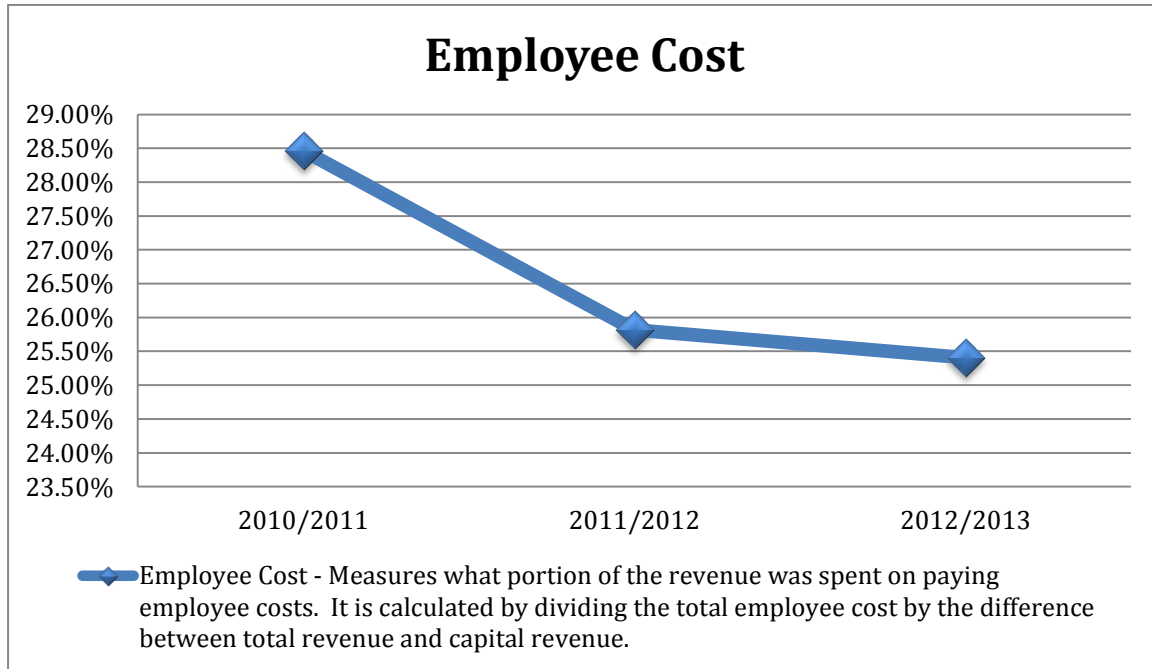
Graph 17: Debt Coverage



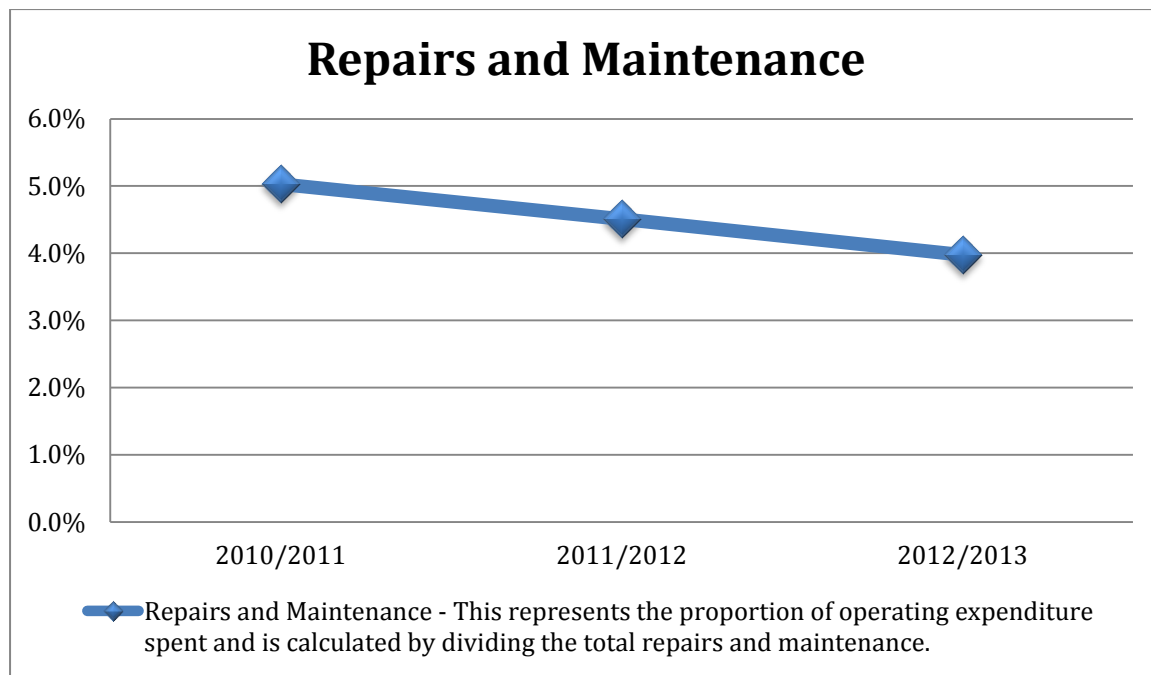
Graph 18: Creditors System Efficiency



Graph 19: Capital Charges to Operating Expenditure



Graph 20: Employee Costs



Graph 21: Repairs and Maintenance

COMMENT ON FINANCIAL RATIOS

Liquidity Ratio

The Liquidity ratio represents the ability of the Municipality's current assets to service its current liabilities. Although this ratio shows a declining trend over the 3 years under review, the Municipality is still in a liquid position in the 2012/2013 financial years with a ratio 1.14:1. It has to be noted that this is a very tight position and the organisation is striving to improve this position.

Cost Coverage

The Cost coverage ratio year on year show a declining trend from 2010/2011 till 2011/2012 but starts to show a stabilisation trend from 2011/2012 till 2012/2013. This ratio represents the number of month's expenditure that can be covered by the cash and liquid assets available to the Municipality excluding the utilisation of grants.

Outstanding Service Debtors to Revenue

This ratio measures how much money is owed by debtors when compared to the generated revenue. This is a measure of what the fraction of outstanding debt is from the total generated revenue. This ratio decreased slightly year on year which is a good indication that the debt situation of the Municipality is improving slightly year on year.

Debt Coverage

This ratio shows a decreasing trend over the 3 years under review. This is a concern for the organisation because it means that the capacity of the Municipality to pay off its debt is decreasing due to the large amounts of external loans taken up by the Municipality. A very strict approach in the management of external loans is required in order to carefully manage loans taken up and loans that still need to be taken up.

Capital Charges to Operating Expenditure

This ratio indicates the percentage that capital charges make out of the total operating expenditure. This is an indication of how geared the organisation is. This ratio is still a concern because it shows an upward trend between 2011/2012 and 2012/2013.

Employee Cost

This ratio represents the percentage employee cost compared to the total expenditure of Council. This ratio is within the norm of the industry.

Repairs and Maintenance

The percentage amount of repairs and maintenance shows a declining trend year on year which could be an indication that the replacement programme of Council is effective and less money is being spent on the maintenance of capital asset.

COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

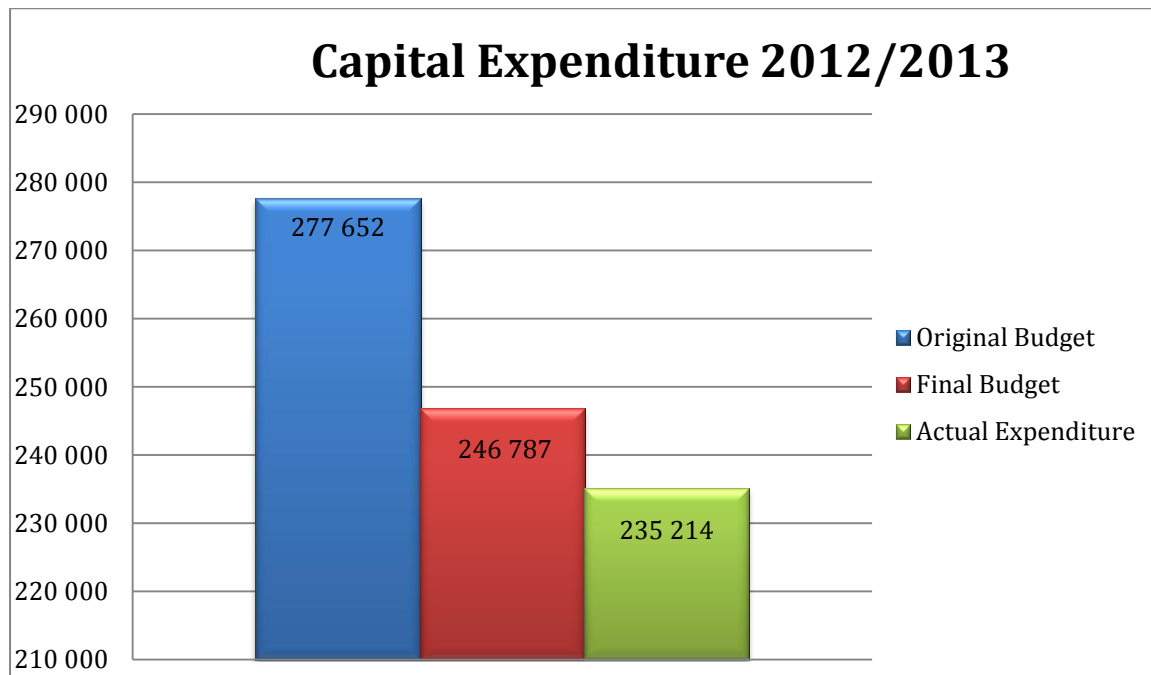
INTRODUCTION TO SPENDING AGAINST CAPITAL BUDGET

Capital expenditure relates mainly to construction projects that will have value lasting over many years. Capital expenditure is funded from grants, borrowings and operating expenditures and surpluses. Component B provides an overview of the sources of finance of the assets and the utilisation of assets as planned.

The percentage of main Capital projects related to the upgrading and replacement of the Paarl South Bulk Gravity Sewerage Network and related phase and the construction of the new Pentz Street rising main sewer and pump station in Wellington. These five projects represent 19% of the total Capital budget

Refer to **Appendices M** (relating to the new works and renewal programmes), **N** (relating to the full programme of full capital projects, and **O** (relating to the alignment of projects to wards) for a further analysis of capital expenditure.

5.4 CAPITAL EXPENDITURE



Graph 22: Capital Expenditure

5.5 SOURCES OF FINANCE

Capital Expenditure – Funding Sources 2011/2012-2012/2013						
Details	2011/2012	2012/2013				R`000
	Actual	Original Budget (OB)	Adjustment Budget	Actual	Adjustment to OB Variance %	Actual to AB Variance (%)
Source of finance						
External loans	155,613	216,135	171,633	166,904	(23%)	(3%)
Public contributions and donations	0	0	0	0		
Grants and subsidies	66,431	48,471	56,763	56,631	17%	0%
Other	50,101	13,046	18,391	11,679	(10%)	(36%)
Total	272,145	277,652	246,787	235,214	(15%)	(5%)
Percentage of finance						
External loans	57%	78%	70%	71%	(9%)	2%
Public contributions and donations	0%	0%	0%	0%		
Grants and subsidies	24%	17%	23%	24%	38%	5%
Other	18%	5%	7%	5%	6%	(33%)
Capital expenditure						
Water and sanitation	171,614	160,180	131,387	131,328	(18%)	0%
Electricity	20,302	29,885	32,226	30,012	0%	(7%)
Housing	8,784	15,051	8,507	6,745	(55%)	(21%)
Roads and storm water	19,366	23,712	18,456	18,140	(23%)	(2%)
Other	52,079	48,824	56,211	48,989	0%	(13%)

Capital Expenditure – Funding Sources 2011/2012-2012/2013						
Details	2011/2012	2012/2013				R`000
	Actual	Original Budget (OB)	Adjustment Budget	Actual	Adjustment to OB Variance %	Actual to AB Variance (%)
Total	272,145	277,652	246,787	235,214	(15%)	(5%)
<i>Percentage of expenditure</i>						
Water and sanitation	63%	58%	53%	56%	(2%)	3%
Electricity	7%	11%	13%	13%	2%	0%
Housing	3%	5%	3%	3%	(3%)	(1%)
Roads and storm water	7%	9%	7%	8%	(1%)	0%
Other	19%	18%	23%	21%	3%	(2%)

Table 161: Capital Expenditure - Funding Sources 2011/2012 - 2012/2013

COMMENT ON SOURCES OF FUNDING

Overall 95,3% of the Capital budget was spent during the 2012/2013 financial year.

Yet, deviations were noted where not all funds were spent in regards to infrastructure for housing projects due to delays in projects .

5.6 CAPITAL SPENDING ON 5 LARGEST PROJECTS

Capital Expenditure of 5 largest projects					
R					
Name of project	Current year			Variance year	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance (%)	Adjustment variance (%)
A- Bulk Gravity Outfall Sewer Paarl South	11,338,000	11,338,000	3,901,493	(66%)	(66%)
B- Bulk Gravity Outfall Sewer Carolina Road	10,000,000	10,000,000	10,000,000	0%	0%
C-Bulk Gravity Outfall Sewer Paarl South	15,000,000	15,000,000	14,922,885	(1%)	(1%)
D-Pentz Street Pump Station & New Rising	16,000,000	16,000,000	9,903,685	(38%)	(38%)
E-Bulk Gravity Outfall Sewer Paarl South	12,662,000	12,662,000	6,015,371	(52%)	(52%)
<i>*Projects with the highest capital expenditure in 2012/2013</i>					
Name of Project A	Bulk Gravity Outfall Sewer Paarl South				
Objective of project	To increase the capacity of the sewerage system				
Delays	Bad weather				
Future challenges	The project is completed				

Capital Expenditure of 5 largest projects					
R					
Name of project	Current year			Variance year	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance (%)	Adjustment variance (%)
Anticipated citizen benefits	Increase capacity permits expansion of housing developments and sanitation services				
Name of Project B	Bulk Gravity Outfall Sewer Carolina Road				
Objective of project	To increase the capacity of the sewerage system				
Delays	Rainy weather and high water table.				
Future challenges	None foreseen at this stage				
Anticipated citizen benefits	Increase capacity permits expansion of housing developments and sanitation services				
Name of Project C	Bulk Gravity Outfall Sewer Paarl South				
Objective of project	To increase the capacity of the sewerage system				
Delays	Rainy weather and high water table.				
Future challenges	None foreseen at this stage				
Anticipated citizen benefits	Increase capacity permits expansion of housing developments and sanitation services				
Name of Project D	Pentz Street Pump Station & New Rising				
Objective of project	To increase sewerage pumping capacity				
Delays	Original revisions to the scope of work				
Future challenges	None foreseen at this stage				
Anticipated citizen benefits	Increase capacity permits expansion of housing developments and sanitation services				
Name of Project E	Bulk Gravity Outfall Sewer Paarl South				
Objective of project	To direct sewerage to the waste water treatment plant				
Delays	Rainy weather and high water table.				
Future challenges	None foreseen at this stage				
Anticipated citizen benefits	Increase capacity permits expansion of housing developments and sanitation services				

Table 162: Capital Expenditure of 5 largest projects

COMMENT ON CAPITAL PROJECTS

Deviations noted in the actual vs. budgeted spending of the infrastructure above were due to delays (in the case of the Paarl South gravity outfall sewer) and changes in the design (Wellington – Pentz street main rising and pump station).

5.7 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS – OVERVIEW

INTRODUCTION TO BASIC SERVICE AND INFRASTRUCTURE BACKLOGS

Infrastructure Services forms the core of service delivery to the community.

The infrastructure must be replaced, rehabilitated and maintained within acceptable norms and standards to ensure the reliable provision of services. The total replacement cost of the Infrastructure Services is R5,600m. The assets have depreciated to about 50% of the replacement value and insufficient funds are available to replace and maintain the assets to meet the growing demand.

A risk assessment study has however been completed to determine the most important assets that should be replaced and maintained to ensure service delivery.

The provision of basic services to the informal areas is a moving target due to the migration of informal inhabitants into the areas. Services in terms of minimum standards are provided but need to be extended on a yearly basis which places a burden on the capital budget

Service Backlogs as at 30 June 2013				
Households (HHs)				
	*Service level above minimum standard		**Service level below minimum standard	
	No. HHs	% HHs	No. HHs	% HHs
Water	43,895	88,91	5,476	11,09
Sanitation	45,783	93,85	2,995	6,14
Electricity	49,350	100	±16,000	27
Waste Management	42,546	87,19	6,249	12,81
Housing	*	*	*	*
%HH are the service above/below minimum standard as a proportion of total HHs. "Housing" refers to *formal and **informal settlements.				

*Note: Housing backlogs addressed in Table 2. The required information cannot be provided in terms of household.

Table 163: Service Backlogs as at 30 June 2013

Municipal Infrastructure Grant (MIG) * Expenditure 2012/2013 on Service backlogs					
R					
Details	Budget	Adjustment Budget	Actual	Variance	
				Budget	Adjustment Budget
Infrastructure – Road transport				0	0

Municipal Infrastructure Grant (MIG) * Expenditure 2012/2013 on Service backlogs						
						R
Details	Budget	Adjustment Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjustment Budget	
Roads, pavements and bridges	0	0	0	0	0	
Storm water	0	0	0	0	0	
Infrastructure - Electricity				0	0	
Generation				0	0	
Transmission and Reticulation	0	0	0	%	%	
Street lighting	1,000,000	1,000,000	970,274	97.03%	97.03%	
Infrastructure - Water				%	%	
Dams and Reservoirs	100,000	100,000	100,000	100.00%	100.00%	
Water purifications	687,000	687,000	687,000	100.00%	100.00%	
Reticulation	6,643,000	6,643,000	6,643,000	100.00%	100.00%	
Infrastructure - Sanitation				%	%	
Reticulation	25,720,766	25,720,766	25,715,677	99.98%	99.98%	
Sewerage purification	0	0	0	%	%	
Infrastructure - Other	0	0	0	%	%	
Waste Management	0	0	0	%	%	
Transportation	0	0	0	%	%	
Gas	0	0	0	%	%	
Other specify	852,120	852,120	852,120	100.00%	100.00%	
				%	%	
				%	%	
				%	%	
Total	35,002,886	35,002,886	34,968,072	99.90%	99.90%	

Table 164: MIG Expenditure 2012/2013 on Service Backlogs

COMMENT ON BACKLOGS

The MIG allocation for 2012/2013 was R35,080,000 and the 100% expenditure thereof contributed in reducing backlogs. The main beneficiaries are the poorer communities which benefit as they are given better infrastructure which aids in improving their standard of living.

The following projects were completed during the 2012/2013 financial year and resulted in additional service delivery:

- Paarl Mountain Water Treatment Works-25,157 poor households benefitted; and
- Newton: Rehabilitate Water Supply Line- Construction/ Upgrading of 7.5km water pipeline where 15,066 poor households benefitted.

The following projects are still on-going and will further reduce backlogs once completed:

- Paarl South: New Bulk Sewer;
- Paarl: Upgrade of Waste Water Treatment Works;
- Newton: Construction of Two 11Ml Reservoirs; and
- Paarl: Pentz Street pump station and rising main.

COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS

INTRODUCTION TO CASH FLOW MANAGEMENT AND INVESTMENTS

Cash flow is of vital importance to the health of a Municipality. The Local Government Municipal Finance Management Act (2003) requires that a municipality establishes an appropriate and effective cash management and investment policy. Within this policy the municipality must:

- conduct its cash management and investments;
- invest money not immediately required; and
- Surplus cash refers to money that is not immediately required for expenditure; this surplus could include income from rates and services, rents, fines, grants, subsidies, levies and interest earned on investments.

Investments are placed with credit-worthy institutions with an investment grade rating of A1+ or better from national recognised credit rating agencies.

The Department reports regularly to the Executive Mayor, the Finance Portfolio Committee, the Auditor General and the National Treasury, in order to assess the performance of the investment portfolio and to ensure that the investments comply with policy objectives, guidelines, applicable laws and regulations.

5.8 CASH FLOW

Cash Flow Outcomes				
R'000				
Description	2011/2012	Current Year 2012/2013		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
Cash Flow from operating activities				
<i>Receipts</i>				
Ratepayers and other	975,366	1,136,495	1,112,034	1,077,430
Government – operating	108,572	156,730	135,164	121,588
Government – Capital	60,372	41,114	56,763	56,631
Interest	5,338	6,276	6,165	6,106
Dividends	-	-	-	
<i>Payments</i>				
Suppliers and employees	(1,069,470)	(1,106,724)	(1,137,706)	(1,086,436)
Finance charges	(36,854)	(51,983)	(49,317)	(49,276)
Transfers and Grants	(665)	(885)	(885)	(428)
Net cash from (used) operating activities	42,659	181,023	122,218	125,615
Cash flow from investing activities				
<i>Receipts</i>				
Proceeds on disposal of PPE	3,704	4,000	0	103
Decrease (Increase) in non-current debtors	-	-	0	0
Decrease (Increase) other non-current receivables	2,650	500	500	(145)
Decrease (increase) in non-current investments	-	-	0	0
<i>Payments</i>				
Capital assets	(272,143)	(277,652)	(246,787)	(235,214)
Net cash from (used) investing activities	(265,789)	(273,152)	(246,287)	(235,256)
Cash flow from financing activities				
<i>Receipts</i>				
Short term loans	-	-	0	0
Borrowing long term/refinancing	202,158	216,135	186,985	186,985
Increase (decrease) in consumer deposits	2,576	2,000	2,000	3,787
<i>Payments</i>				
Repayment of borrowing	(35,882)	(49,462)	(49,462)	(57,243)
Net cash from (used) financing	168,852	168,673	139,523	133,529

Cash Flow Outcomes				
R`000				
Description	2011/2012	Current Year 2012/2013		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
activities				
Net increase/ (decrease) in cash held	(54,278)	76,544	15,454	23,888
Cash/cash equivalents at the year begin:	166,235	111,957	111,957	111,957
Cash/cash equivalents at the year-end:	111,957	188,501	127,410	135,846

Table 165: Cash Flow Outcomes

COMMENT ON CASH FLOW OUTCOMES

Cash received from debtors have increase from the prior year, indicating an effective implementation of the debtors policy. Fewer operating grants were received from what was budgeted mainly to a delay in the receipt of housing subsidies from the WC Dept. of Human Settlements.

5.9 BORROWING AND INVESTMENTS

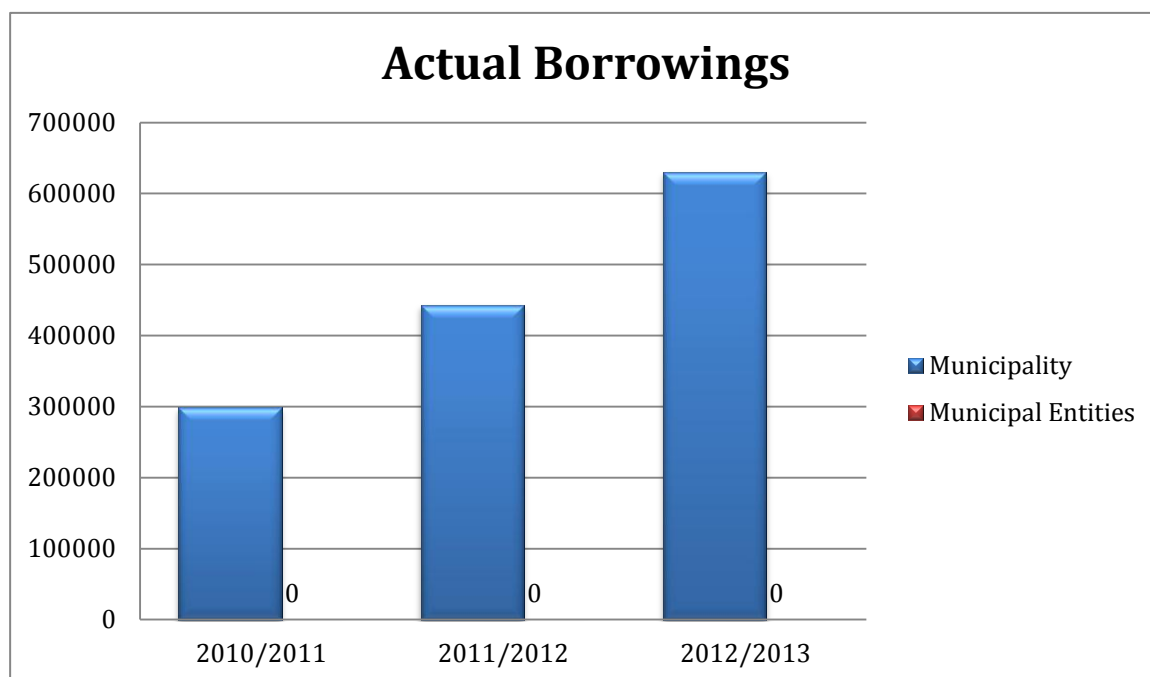
INTRODUCTION TO BORROWING AND INVESTMENTS

The application of the Municipality's Investment Policy aims to gain the optimal return on investments, without incurring undue risks, during those periods when cash revenue is not needed for capital or operational purposes, whereas the Borrowing Policy aims to gain the lowest interest rate on external borrowings.

Actual Borrowings 2010/2011 – 2012/2013			
Instrument	2010/2011	2011/2012	2012/2013
<u>Municipality</u>			
Lon-term loans 9annuity/reducing balance)	298,336	443,252	630,237
Long-term loans (non-annuity)	-	-	-
Local registered stock	-	-	-
Instalment credit	-	-	-
Financial liabilities	-	-	-
PPP liabilities	-	-	-
Finance Granted by Cap Equipment Supplier	-	-	-
Marketable bonds	-	-	-
Non-marketable bonds	-	-	-

Actual Borrowings 2010/2011 – 2012/2013			
Instrument	2010/2011	2011/2012	2012/2013
Bankers acceptances	-	-	-
Financial derivatives	-	-	-
Other securities	-	-	-
Municipality total	298,336	443,252	630,237
<u>Municipal Entities</u>			
Lon-term loans 9annuity/reducing balance)	-	-	-
Long-term loans (non-annuity)	-	-	-
Local registered stock	-	-	-
Instalment credit	-	-	-
Financial liabilities	-	-	-
PPP liabilities	-	-	-
Finance Granted by Cap Equipment Supplier	-	-	-
Marketable bonds	-	-	-
Non-marketable bonds	-	-	-
Bankers acceptances	-	-	-
Financial derivatives	-	-	-
Other securities	-	-	-
Entities total	-	-	-

Table 166: Actual Borrowings 2010/2011 - 2012/2013



Graph 23: Actual Borrowings

Municipal and Entity Investments			
	R'000		
Instrument	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual
<u>Municipality</u>			
Securities – National government	-	-	-
Listed Corporate Bonds	156	161	153
Deposits – Bank	156,075	102,165	70,634
Deposits – Public Investment Commissioners	-	-	-
Deposits – Corporation for Public Deposits	-	-	-
Bankers Acceptance Certificates	-	-	-
Negotiable Certificates of Deposit – Banks	-	-	-
Guaranteed Endowment Policies (sinking)	-	-	-
Repurchase Agreements – Banks	-	-	-
Municipal Bonds	-	-	-
Other	-	-	-
Municipality sub-total	156,231	102,326	70,787
<u>Municipal Entities</u>			
Securities – National government	-	-	-
Listed Corporate Bonds	-	-	-
Deposits – Bank	-	-	-
Deposits – Public Investment Commissioners	-	-	-
Deposits – Corporation for Public	-	-	-

Municipal and Entity Investments			
	R'000		
Instrument	2010/2011	2011/2012	2012/2013
	Actual	Actual	Actual
Deposits			
Bankers Acceptance Certificates	-	-	-
Negotiable Certificates of Deposit – Banks	-	-	-
Guaranteed Endowment Policies (sinking)	-	-	-
Repurchase Agreements – Banks	-	-	-
Municipal Bonds	-	-	-
Other	-	-	-
Entities sub-total	-	-	-
Consolidated total	156,231	102,326	70,787

Table 167: Municipal Entity Investments

COMMENT ON BORROWING AND INVESTMENTS

Investments have shown a downwards trend, whereas borrowings have increased, due to the increased investment in infrastructure. The Municipality is nearing its point of effective gearing and will thus have to seek other sources of finance in future, such as Government grants or revise its investment in infrastructure going forward.

5.10 PUBLIC PRIVATE PARTNERSHIPS

PUBLIC PRIVATE PARTNERSHIPS

Drakenstein Municipality has commenced with the establishment of a Public Private Partnership. A Private partner has been appointed and currently the waste to energy project is going through the Municipal Systems Act Section 78(3) external assessment process.

COMPONENT D: OTHER FINANCIAL MATTERS

5.11 SUPPLY CHAIN MANAGEMENT

SUPPLY CHAIN MANAGEMENT:

On an annual basis the municipality has to forward the current Supply Chain Management Policy to National and Provincial Treasury for scrutiny and compliance verifications against the Model Supply Chain Management Policy that was issued by National Treasury. The purpose of this exercise is to determine as to whether the Municipal Supply Chain Management Policy deviates from the stipulations of the Model Supply Chain Management Policy and Supply Chain Management Regulations. During the past financial year Executive Management has adopted an Operational Procurement Framework as an extension of the Supply Chain Management Policy. The Operational Procurement Framework provides the operational and functional processes and procedures to be performed within the supply chain management section in terms of the authorised delegations.

A committee system for competitive bids is functional with stated and assigned delegations issued and signed by the respective members serving on the respective committees. No councillor is a member or acts as an observer of any bid committee evaluating or approving tenders, quotations, contracts or other bids. Currently the SCM Manager and the SCM Specialist have obtained the prescribed competency levels for municipal finance management and 3 other senior supply chain management officials are in the process of obtaining the required accreditation.

5.12 GRAP COMPLIANCE

The Municipality has fully implemented the Standards of GRAP (Generally recognised Accounting Practice) in accordance with the MFMA and Directive 5 issued by the Accounting Standards Board (ASB) and did not deviate from any standard. During the year the Municipality adopted the following Standards of GRAP, which became effective on 1 July 2012:

- GRAP 21 – Impairment of non-cash generating assets;
- GRAP 23 – Revenue from non-exchange transaction;
- GRAP 24 - Budget information;
- GRAP 26 – Impairment of cash generating assets;
- GRAP 103 - Heritage Assets; and
- GRAP 104 – Financial Instruments.

Chapter 1: Mayor's Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service Delivery Performance (Performance Report)

Chapter 4: Organisational Development Performance

Chapter 5: Financial Performance

Chapter 6: Auditor General Audit Findings

Glossary

Appendices

CHAPTER 6: AUDITOR GENERAL AUDIT FINDINGS

- Component A: Auditor General opinion of Financial Statement 2011/212
- Component B: Auditor General opinion of Financial Statement 2012/2013
- Glossary
- Appendices

The Annual Financial Statements as set out in Volume I and the Annual Performance Report as set out in Volume V was submitted to the Auditor-General on 31 August 2013. The Auditor-General performed their audit during the months of August to November 2013 and submitted their Auditor-General's Report (attached hereto as Volume II) as required by section 126(3) of the Municipal Finance Management Act (MFMA) to the Municipality on 30 November 2013.

COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS 2011/2012

Auditor General Report on Financial Performance 2011/2012	
Audit Report Status	Unqualified opinion
Non-compliance issues	Remedial action taken
Section 122 of the MFMA: Material misstatements of capital assets and depreciation, current and non-current provisions relating to the provision for rehabilitation site, capital commitments and contingent liabilities.	All corrections to annual financial statements were made to obtain an unqualified opinion.
Section 63(2)(a) of the MFMA: An adequate management, accounting and information system which accounts for assets was not in place.	Issues raised in management report were addressed and no audit finding in 2012/2013.

Table 168: Auditor General Report on Financial Performance 2011/2012

Auditor General Report on Service Delivery 2011/2012	
Audit Report Status	No other matter opinion
Non-compliance issues	Remedial action taken
Regulation 14(1)(b) of the Municipal Planning and Performance Management Regulations: Internal audit unit did not assess the functionality of the performance management system.	This was done in the 2012/2013 financial year and no audit finding in 2012/2013.
Regulation 14(1)(c) of the Municipal Planning and Performance Management Regulations: Internal audit unit did not audit the performance measurements on a continuous basis and submit quarterly reports on their audits to the municipal manager and performance audit committee.	This was done in the 2012/2013 financial year and no audit finding in 2012/2013.

Table 169: Auditor General Report on Service Delivery 2011/2012

COMPONENT B: AUDITOR-GENERAL OPINION 2012/2013

6.1 AUDITOR GENERAL REPORT 2012/2013

Auditor General Report on Financial Performance 2012/2013	
Status of Audit Report:	Unqualified opinion
Non-compliance issues	Remedial action taken
Section 122 of the MFMA: Material misstatements of non-current assets, non-current liabilities, expenditure and disclosure items.	All corrections to annual financial statements were made to obtain an unqualified opinion.
Section 62(1)(d) of the MFMA: Reasonable steps were not taken to prevent unauthorised expenditure (provision for bad debt impairment and leave provision – "paper money" – not budgeted sufficiently for).	Adequately provide for "paper money" (provision for bad debt impairment, provision for leave, provision for employee benefits, depreciation, etcetera) in the 2013/2014 adjustments budget to avoid future unauthorised expenditure.

Table 170: Auditor General Report on Financial Performance 2012/2013

Auditor General Report on Service Delivery 2012/2013*	
Status of Audit Report:	Other matter opinion: Reported performance information not measurable and reliable. Management does not agree with the audit finding – see Audit Outcome Improvement Plan attached hereto as Volume III.
Non-compliance issues	Remedial action taken
None	Not applicable

Table 171: Auditor General Report on Service Delivery 2012/2013

AUDITOR GENERAL REPORT ON THE FINANCIAL STATEMENTS 2012/2013

The Auditor-General's Report in paragraph 6 of the report attached hereto as Volume II gave Drakenstein Municipality a clean bill of health and we quote –

"In my opinion, the financial statements present fairly, in all material respects, the financial position of the Drakenstein Municipality as at 30 June 2013, and its financial performance, cash flows and statement of comparison of budget and actual amounts for the year ended in accordance with the SA Standards of GRAP and the requirements of the MFMA and DoRA."

COMMENTS ON AUDITOR-GENERAL'S OPINION 2012/2013

Drakenstein Municipality received an unqualified opinion on the Annual Financial Statements for 2012/2013 and the 2011/2012 financial years. It is clear, in the opinion of the Auditor-General, that Drakenstein Municipality's financial position is financially sound and that sound financial management practices are in place.

Management submits monthly section 71 of the MFMA reports in the required format to National Treasury and the Western Cape Provincial Treasury and the same information in a simply written report to the Executive Mayor and Council.

Signed (Chief financial Officer)..... Dated

GLOSSARY

Accessibility indicators	Explore whether the intended beneficiaries are able to access services or outputs.
Accountability documents	Documents used by executive authorities to give " <i>full and regular</i> " reports on the matters under their control to Parliament and provincial legislatures as prescribed by the Constitution. This includes plans, budgets, in-year and Annual Reports.
Activities	The processes or actions that use a range of inputs to produce the desired outputs and ultimately outcomes. In essence, activities describe " <i>what we do</i> ".
Adequacy indicators	The quantity of input or output relative to the need or demand.
Annual Report	A report to be prepared and submitted annually based on the regulations set out in Section 121 of the Municipal Finance Management Act. Such a report must include annual financial statements as submitted to and approved by the Auditor-General.
Approved Budget	The annual financial statements of a municipality as audited by the Auditor General and approved by council or a provincial or national executive.
Baseline	Current level of performance that a municipality aims to improve when setting performance targets. The baseline relates to the level of performance recorded in a year prior to the planning period.
Basic municipal service	A municipal service that is necessary to ensure an acceptable and reasonable quality of life to citizens within that particular area. If not provided it may endanger the public health and safety or the environment.
Budget year	The financial year for which an annual budget is to be approved – means a year ending on 30 June.
Cost indicators	The overall cost or expenditure of producing a specified quantity of outputs.
Distribution indicators	The distribution of capacity to deliver services.
Financial Statements	Includes at least a statement of financial position, statement of financial performance, cash-flow statement, notes to these statements and any other statements that may be prescribed.
General Key performance indicators	After consultation with MECs for local government, the Minister may prescribe general key performance indicators that are appropriate and applicable to local government generally.
Impact	The results of achieving specific outcomes, such as reducing poverty and creating jobs.
Inputs	All the resources that contribute to the production and delivery of outputs. Inputs are " <i>what we use to do the work</i> ". They include finances, personnel, equipment and buildings.
Integrated Development Plan (IDP)	Set out municipal goals and development plans.
National Key Performance Areas	• Service delivery & infrastructure; • Economic development; • Municipal transformation and institutional development; • Financial viability and management; and • Good governance and community participation.
Outcomes	The medium-term results for specific beneficiaries that are the consequence of achieving specific outputs. Outcomes should relate clearly to an institution's strategic goals and objectives set out in its plans. Outcomes are " <i>what we wish to achieve</i> ".
Outputs	The final products, or goods and services produced for delivery. Outputs may be defined as " <i>what we produce or deliver</i> ". An output is a concrete achievement (i.e. a product such as a passport, an action such as a presentation or immunization, or a service such as processing an application) that contributes to the achievement of a Key Result Area.

Performance Indicator	Indicators should be specified to measure performance in relation to input, activities, outputs, outcomes and impacts. An indicator is a type of information used to gauge the extent to which an output has been achieved (policy developed, presentation delivered, service rendered).
Performance Information	Generic term for non-financial information about municipal services and activities. Can also be used interchangeably with performance measure.
Performance Standards:	The minimum acceptable level of performance or the level of performance that is generally accepted. Standards are informed by legislative requirements and service-level agreements. Performance standards are mutually agreed criteria to describe how well work must be done in terms of quantity and/or quality and timeliness, to clarify the outputs and related activities of a job by describing what the required result should be. In this EPMDS performance standards are divided into indicators and the time factor.
Performance Targets:	The level of performance that municipalities and its employees strive to achieve. Performance Targets relate to current baselines and express a specific level of performance that a municipality aims to achieve within a given time period.
Service Delivery Budget Implementation Plan	Detailed plan approved by the mayor for implementing the municipality's delivery of services; including projections of the revenue collected and operational and capital expenditure by vote for each month. Service delivery targets and performance indicators must also be included.
Vote:	One of the main segments into which a budget of a municipality is divided for appropriation of money for the different departments or functional areas of the municipality. The Vote specifies the total amount that is appropriated for the purpose of a specific department or functional area. Section 1 of the MFMA defines a "vote" as: <i>a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and</i> <i>b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned</i>

APPENDICES

APPENDIX A: COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Councillors, Committees allocated and Council attendance						
Council members	Full time	Part-time	Committees allocated	*Ward and /or Party represented	Percentage Council Meetings attendance	Percentage apologies for non-attendance
					%	%
Le Roux Jacobus Francois	✓		Appeal committee	Proportional	100	-
Adams Noël David	✓		Community Services	Proportional	100	-
Adriaanse Miriam Maria		✓	Infrastructure Services	Ward 24	100	-
Afrika Amelda Felicity		✓	Community Services	Proportional	84	33
Allom Amina		✓	Infrastructure Services	Ward 25	100	-
Apollis Cupido Jacobus Johannes		✓	Corporate Services	Proportional	84	33
Appollis Mariëtte Bernice		✓	Community Services	Proportional	94.7	100
Arnolds Ruth Belldine		✓	Corporate Services	Ward 7	94.7	100
Bekeer Abraham		✓	MPAC	Proportional	84	100
Blanckenberg Derrick Solomon		✓	Corporate Services	Proportional	84	100
Bolani Luvuyo Espin		✓	Infrastructure Services	Proportional	100	-
Buckle Albertus Marthinus Loubser		✓	MPAC	Ward 18	89.4	100
Combrink Gert Cornelius	✓		Financial Services	Proportional	100	-
Cupido Felix Patric		✓	Community Services	Proportional	100	-
Cupido Patricia Beverley Ann		✓	Financial Services	Proportional	94.7	100
Daries Lutisia Nancy		✓	Appeal Committee and Planning and Econ Dev	Ward 22	100	-
Dauids Claire Olivia		✓	Infrastructure Services	Proportional	84	66
Dauids Sharon Winona		✓	MPAC	Proportional	73.6	100
De Beer Abraham Hendrik		✓	Infrastructure Services	Proportional	50	100
De Goede Hendrik Ruben		✓	Financial Services	Ward 19	94.7	100
De Wet Jo-Ann		✓	MPAC	Proportional	100	-

Councillors, Committees allocated and Council attendance						
Council members	Full time	Part-time	Committees allocated	*Ward and /or Party represented	Percentage Council Meetings attendance	Percentage apologies for non-attendance
					%	%
Du Toit Lourens Matthys	✓		Community Services	Ward 17	94.7	-
Gouws Eva		✓	Corporate Services	Ward 21	100	-
Gwada Zuko Lawrence		✓	Planning and Econ Dev	Proportional	100	-
Hlati Vuyani		✓	Infrastructure Services	Ward 5	100	-
Kearns Christephine		✓	Infrastructure Services	Ward 10	100	-
Kearns Esther Martha	✓		Infrastructure Services	Ward 20	100	-
Kem Zithembele		✓	Community Services	Proportional	100	-
Koegelenberg Renier Adriaan	✓		Planning & Econ Dev and Appeal Committee	Ward 4	94.7	100
Kotze Daniel Andreas		✓	Appeal Committee	Proportional	57.8	87.5
Landu Linda		✓	Planning and Econ Dev	Proportional	78.9	25
Lumko Sonwabo Ernest		✓	Corporate Services	Ward 14	94.7	100
Magala Lungile Morris		✓	Corporate Services	Ward 6	100	-
Mangena Tembekile Christopher		✓	Community Services	Ward 9	94.7	100
Matthee Joseph		✓	MPAC	Proportional	94.7	100
Mbubu Victor		✓	Infrastructure Services	Ward 16	84.2	33
Mchelm Jerome Clive		✓	Financial Services	Ward 31	94.7	-
Msolo Mhlangabezi Case		✓	Financial Services and Appeal Committee	Ward 12	78.9	75
Mtiki Nombuyiselo		✓	Corporate Services	Proportional	84.2	66
Naude Willem Johannes		✓	Corporate Services	Ward 23	100	-
Niehaus Lodewyk Wilfred		✓	Infrastructure Services	Ward 15	84.2	66
Ntlemeza Lulama Eunice	✓		Corporate Services	Proportional	100	-
Paliso Mziyanda		✓	Financial Services	Proportional	89.4	-
Philander Wendy Felecia	✓		Community Services	Ward 26	94.7	100
Poole Conrad James	✓		Planning and Econ Dev	Ward 27	100	-
Rademeyer Johannes Gerhardus	✓		Infrastructure Services	Ward 2	100	-

Councillors, Committees allocated and Council attendance						
Council members	Full time	Part-time	Committees allocated	*Ward and /or Party represented	Percentage Council Meetings attendance	Percentage apologies for non-attendance
					%	%
Rens Samuel Colin		√	Community Services	Proportional	78.9	75
Ross Cupido Senior		√	Financial Services	Proportional	94.7	100
Ross Soudah		√	Community Services	Ward 13	94.7	100
Sheldon Keith		√	Planning & Econ Dev	Proportional	78.9	75
Smit Wilhelmina Elizabeth		√	MPAC	Ward 3	100	-
Smith Matthys Daniel Jacobus	√		Planning & Econ Dev	Ward 29	100	-
Smuts Rean	√		Corporate Services	Proportional	100	-
Somgqeza Tandiwe Eveline		√	MPAC	Proportional	100	-
Stowman Aidan Charles	√		Community Services	Ward 11	94.7	-
Tshaya Mpelese Alfred		√	Community Services	Ward 8	94.7	-
Van der Westhuizen Colin Clive		√	Community Services	Ward 1	73.6	60
Van Deventer Gesina Maria Magdalena	√		Executive Mayor	Proportional	89.4	100
Van Nieuwenhuyzen Reinhardt Heinrich		√	MPAC	Ward 28	89.4	100
Von Schlicht Helena		√	Planning & Econ Dev	Proportional	84.2	33
Witbooi Gerald John		√	Corporate Services	Ward 30	100	-

Table 172: Councillors, Committees allocated and Council attendance

APPENDIX B: COMMITTEES AND COMMITTEE PURPOSES

Committees (other than Mayoral/Executive Committee) and purposes of Committees	
Municipal Committees	Purpose of Committees
Municipal Public Accounts Committee	To perform an oversight function on behalf of Council over the executive functionaries of the Council.
Appeals Committee	To deal with appeals in terms of Section 62 of the Municipal Systems Act.
Audit Committee	In terms of Section 166(2) of the MFMA an audit committee must advise the municipal council, the political office-bearers, the accounting officer and the management staff of the Municipality, on matters relating to:- • Internal financial control; • Risk management; • Performance management; and • Effective governance.
Fraud and Risk Management Committee	To assist the Accounting Officer by reviewing the effectiveness of the Municipality's fraud and risk management systems, practices and procedures and providing recommendations for improvement.
Budget Steering Committee	To assist Council in ensuring that the budget reflects the strategic outcomes embodied in the IDP and related strategic policies.

Table 173: Committees (other than Mayoral/Executive Committee and purposes of Committees)

APPENDIX C: THIRD TIER ADMINISTRATION STRUCTURE

Third Tier Structure	
Department	Executive Manager/Manager (State title and name)
Town Plan: Land Use	Mr HG HendrikStrydom
Property Administration	Mr NC Marais
Financial Accounting	Mr A Viola
Civil Engineering Services	Mr WJ Knaggs
Civil Engineering Services	Mr AA Kowalewski
Internal Audit	Mr TC Traut
Income Section	Mr AC Abrahams
Information Technology	Mr FB Theron
Housing	Mr NV Konjwayo
Town Plan: Land Survey	Mr DO Cupido
Expenditure	Mr MD Pikinini
Traffic/Municipal Police	Mr J Cornelissen
Procurement	Mr D Jacobs
Housing	Mr CW Jacobs
Parks and Recreation	Mr AB Van der Merwe
Fire Civil Defense	Mr DA Damons
Human Resources	Ms N Matolengwe
Civil Engineering Services	Mr FW Nieuwoudt
Electrical Services: Administration	Mr M Fredericks
Strategic Planning	Ms NG Ndoela
Community Development	Mr JGP Rhoda
Town Plan: Forward Planning	Ms AA Shortles
Planning: Economic Development	Mr GR Fouldien
Town Engineer: Building Maintenance	Mr KP Wyngaard
Legal Services	Ms EA Williams
Strategic Services	Mr K Gordon

Third Tier Structure	
Department	Executive Manager/Manager (State title and name)
Municipal Manager	Ms LL Nojozi
Civil Engineering Services	Mr RM Brown
Rural Development	Ms ET Williams
Budget Office	Ms KS Fredericks
Civil Engineering Services	Mr CM Lotz

Table 174: Third Tier Structure

APPENDIX D: FUNCTIONS OF MUNICIPALITY

Municipal Functions		
Municipal Functions	Function applicable to Municipality	
	Yes	No
Constitution Schedule 4, Part B functions:		
Air pollution	√	
Building regulations	√	
Child care facilities	√	
Electricity and gas reticulation	√	
Fire Fighting Services	√	
Local tourism	√	
Municipal airports		√
Municipal planning	√	
Municipal health services		N/A
Municipal public transport		N/A
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other.	√	
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international shipping and matters related.		√
Stormwater management systems in built-up areas	√	
Trading regulations	√	
Water and sanitation services limited to potable water supply systems and domestic waste water and sewerage disposal systems.	√	
Constitution Schedule 5, Part B functions:		
Beaches and amusement facilities		√
Billboards and the display of advertisements in public places	√	
Cemeteries, funeral parlours and crematoria	√	
Control of public nuisances	√	
Control of undertakings that sell liquor to the public	√	
Facilities for the accommodation, care and burial of animals	√	

Municipal Functions		
Municipal Functions	Function applicable to Municipality	
	Yes	No
Fencing and fences	√	
Licensing of dogs		√
Licensing and control of undertakings that sell food to the public	√	
Local amenities	√	
Local sport facilities	√	
Markets		√
Municipal abattoirs		√
Municipal parks and recreation	√	
Municipal roads	√	
Noise pollution	√	
Pounds	√	
Public spaces	√	
Refuse removal, refuse dumps and solid waste disposal	√	
Street trading	√	
Street lighting	√	
Traffic and parking	√	

Table 175: Municipal Functions

APPENDIX E: WARD REPORTING

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
1	WARD COUNCILLOR	Yes	5	5	3
	Cllr CC van Der Westhuizen				
	WARD COMMITTEE MEMBERS				
	Mr Henry Valentyn				
	Mr Ivan Marang				
	Mr Jason Peter Snyders				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Ms Rosaline Van Der Westhuizen				
	Mr Jack Botha				
	Ms Jo-Ann Phillips				
	Mr Zithulele Jefree Duzen				
	Ms Vuyokazi Cynthia Gcakini				
	Mr Wiseman Sipho Matokazi				
	Ms Zamikhaya Siyaya				
2	WARD COUNCILLOR	Yes	3	3	2
	Cllr JG Rademeyer				
	WARD COMMITTEE MEMBERS				
	Mr Hendrick Jacobus Kotze				
	Ms Susara Du Toit				
	Ms Wilma Leonora Busse				
	Mr Nicolaas Daniël Sauerman				
	Mr Andries Petrus Vorster				
	Mr Leonard Stephen Weyers				
3	WARD COUNCILLOR	Yes	5	5	7
	Cllr WE Smit				
	WARD COMMITTEE MEMBERS				
	Ms Janine Alkaster				
	Ms Magrieta Futhwa				
	Mr Johannes Steenkamp				
	Ms Sarie Johannes				
	Mr Nicolaas Geldenhuys				
	Mr Damon Mintoer				
	Ms Lilian Diederichs				
4	WARD COUNCILLOR	Yes	4	4	2
	Cllr RA Koegelenberg				
	WARD COMMITTEE MEMBERS				
	Mr Christo Botha				
	Mr Adriaan Johannes Du Plessis				
	Ms Maria Elizabeth Jacoba Kotze				
	Mr Driaan Koegelenberg				
	Marthinus Hermanus Le Roux				
	Mr Carel Hendrik Stander				
	Mr Petrus Johannes Kruger				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Steenkamp				
	Mr Mossie Mouton				
	Ms Heleen Petsch				
	Ms Antionette Du Toit				
5	WARD COUNCILLOR	Yes	8	8	7
	Cllr V Hlati				
	WARD COMMITTEE MEMBERS				
	Mr Ismail Lindile Botha				
	Mr Nonzwakazi Tshabe				
	Mr Benjamin Alfred Kika				
	Mr Johannes Jacobus Joseph				
	Mr Simphiwe Mkosana				
	Ms Linda Maria Pietersen				
	Mr Ivan James Kiewit				
	Mr Nondumiso Petros				
	Mr Sinoyolo Nyawula				
	Ms Margaret Jongani				
	WARD COUNCILLOR				
6	Cllr LM Magala	Yes	2	2	4
	WARD COMMITTEE MEMBERS				
	Mr Nceba Mpiliswanq				
	Mr Lucas Wellem				
	Mrs Zandile Mjuza				
	Mr Sydwell Sithembiso Magqazana				
	Mrs Sonia Thozama Nongwedle				
	Mr Phindile Maki				
	Mr Thumeka Yakobi				
	Ms Patience Bomikazi Delihhlazo				
	Ms Thyphina Zukiswa Nomana				
	Mr Luvuyo Yedwa				
	WARD COUNCILLOR				
	Cllr RB Arnolds				
7	WARD COMMITTEE MEMBERS	Yes	6	6	3
	Mr Lorenzo Albertus				
	Ms Elana Davids				
	Ms Angeline Le Cordeur				
	Ms Monica Ryan				
	Mr Bega Herar				
	Mr Davey Simonse				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
8	Mr Andre Hendricks				
	Mr David Geduld				
	Ms Bellmordene Robson				
	WARD COUNCILLOR	Yes	5	5	2
	Cllr MP Tshaya				
	WARD COMMITTEE MEMBERS				
	Ms Noncedo Mahlathi				
	Ms Bongiwe Fikizolo				
	Mr Thobele Mtyole				
	Mr Siyabulela Taambela				
	Ms Vyocazi Victoria Mananga				
	Ms Nodolly Peter				
	Mr Nkosiphendule Takatayo				
	Ms Shiela Witbooi				
	Mr Zikhali Nomonde				
	Mr Vuysile Thabo Kallie				
9	WARD COUNCILLOR	Yes	10	10	3
	Cllr TC Mangena				
	WARD COMMITTEE MEMBERS				
	Mr Velile Moses Jela				
	Mr Mncedisi Nobala				
	Mr Loyiso Felix Sibeledwana				
	Ms Khanyiswa Margaret Khweni				
	Ms Vuyokazi Cynthia Mfikia				
	Mr Vukile Henry Nkewu				
	Mr Nokhaya Xhayimpi				
	Mr Thapelo Nimrod Moahloli				
	Mr Ayanada Lloyd Nyaka				
	Ms Nontuthuzelo Lydia Kwini				
10	WARD COUNCILLOR	Yes	3	3	2
	Cllr C Kearns				
	WARD COMMITTEE MEMBERS				
	Mr Charles Abrahams				
	Mr Heinrich Appollis				
	Mr Christie Abrahams				
	Mr Bennie Boldman				
	Ms Mirian Engelbrecht				
	Ms Rachel Hendricks				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Ms Mary Hendricks				
	Ms Sandra Jones				
	Mr Williams Kearns				
	Mr Neil Pietersen				
11	WARD COUNCILLOR	Yes	3	3	4
	Cllr AC Stowman				
	WARD COMMITTEE MEMBERS				
	Mr Julian Clive Blankenberg				
	Ms Jennifer Daniels				
	Mr Noël Daniels				
	Ms Merencia Charlotte Charmain Jooste				
	Ms Cynthia Nozuzo				
	Ms Lenie Ross				
	Mr Jan September				
	Ms Lindley Titus				
	Mr Sindiso Tshaka				
	Mr Raymond Yantolo				
12	WARD COUNCILLOR	Yes	8	8	6
	Cllr MC Msolo				
	WARD COMMITTEE MEMBERS				
	Mr Monde Tose				
	Ms Gladys Maseng				
	Mr Filmon Qumza				
	Ms Bulelwa Lucia Sijaji				
	Ms Lityshia Kwili				
	Ms Beauty Bomoltope Phokeng				
	Mr John Vuyisile Sonolo				
	Mr Mkhosi Enock Mgalimani				
	Mr Sydwell Makabongwe Matshotayana				
	Ms Elda Matobs				
13	WARD COUNCILLOR	Yes	15	15	7
	Cllr S Ross				
	WARD COMMITTEE MEMBERS				
	Ms Margeret Joubert				
	Mr Rhanduxolo Lamani				
	Ms Julia Olifant				
	Ms Veronica Koopman				
	Ms Delie Abelse				
	Ms Yandekea Theodora Fatyela				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Mr Barend George				
	Ms Marlene Fredericks				
	Ms Angelina Solomon				
	Ms Sonia Falmer				
14	WARD COUNCILLOR	Yes	10	10	5
	ClIr SE Lumko				
	WARD COMMITTEE MEMBERS				
	Ms Mandy Jacobs				
	Ms Patricia Mjulen				
	Ms Monica Reegers				
	Mr Dumisani Daweti				
	Mr Calvin Festus				
	Ms Norina Scheffers				
	Mr Leonard Taso				
	Mr Saolomzi Ganandana				
	Ms Brenda Von Willing				
	Mr Douglas Matthews				
	WARD COUNCILLOR				
15	ClIr LW Niehaus	Yes	10	10	3
	WARD COMMITTEE MEMBERS				
	Ms Christina Elizabeth Niehaus				
	Mr Percy Alfred Lotter				
	Mr Jacobus Adriaan Louw				
	Mr Pieter Burger				
	Mr Reo Stoltz				
	Ms Catharina Elsabe Oliver				
	Mr Thomas Williams Engela				
16	WARD COUNCILLOR	Yes	4	4	4
	ClIr V Mbubu				
	WARD COMMITTEE MEMBERS				
	Ms nancy Nonkumbulo George				
	Ms Nomsa Minah Nontombi Mdunusie				
	Mr Sonwabo Bangani				
	Ms Ntombekhaya Lilian Didiza				
	Mr Thamsanga Ntayi				
	Mr Sakhele John Mcimbi				
	Mr Mlungi Simelane				
	Ms Linda Joyce Mhlebi				
	Mr Zeimkile Braveman Mini				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
17	WARD COUNCILLOR	Yes	4	4	3
	Cllr LM du Toit				
	WARD COMMITTEE MEMBERS				
	Mr Stephanus Roberts				
	Mr John cook				
	Mr Johannes Casper Bezuidenhout				
	Mr Michael Philip Shaw				
	Mr David Linee				
	Ms Georgina Davids				
	Ms Irene Abrahams				
	Ms Frouwien Reina Meiring				
	Mr Daniel Young				
18	WARD COUNCILLOR	Yes	10	10	2
	Cllr AML Buckle				
	WARD COMMITTEE MEMBERS				
	Ms Josephine Ann Cornelius				
	Mr Zolani Livingstone Masoka				
	Ms Nozizwe Mosala				
	Ms Sikelelwa Mirriam Ntangani				
	Ms Linda Muller				
	Mr Johannes van Zyl Smith				
	Ms Adele Brink				
	Ms Naaim Davids				
	Mr Petrus Pietersen				
19	WARD COUNCILLOR	Yes	3	3	2
	Cllr HR De Goede				
	WARD COMMITTEE MEMBERS				
	Ms Elizabeth Maria Wessels				
	Mr Christiaan Jacobus Visser				
	Mr Johannes Andrews				
	Mr Theunis Gerhardus Bester				
	Mr David Joahnnes van Lill Basson				
	Mr Jurgens Johannes Hanekom				
	Ms Elizabeth Johanna Janse van Rensburg				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Ms Elizabeth Maria Wessels Daniël Wessels Botes Ms Johanna Elizabeth Swanepoel				
20	WARD COUNCILLOR	Yes	9	9	2
	Cllr EM Kearns				
	WARD COMMITTEE MEMBERS				
	Mr Marshall Alexandre				
	Ms Jennifer Botha				
	Mr Pieter Johnson				
	Mr Esau Davids				
	Ms Theresa Pietersen				
	Mr Herlin Carelse				
	Ms Celita Charles				
	Mr Eden Watts				
	Ms Florencia Abrahams				
	Mr Jacob Martin				
	WARD COUNCILLOR				
	Cllr E Gouws				
21	WARD COMMITTEE MEMBERS	Yes	10	10	3
	Mr Johan Niklaas Adams				
	Ms Lenie Borrings				
	Mr November Setley				
	Ms Mirinda Paulse				
	Ms Marlene Parkerson				
	Ms Cherie Williams				
	Ms Antionette Feona Van Breda				
	Ms Mercia Booysen				
	Mr Isak John De Kock				
	WARD COUNCILLOR				
	Cllr LN Daries				
22	WARD COMMITTEE MEMBERS	Yes	17	17	4
	Mr John Eduard Williams				
	Ms Esme Solomon				
	Mr Dennis Cyril Kearns				
	Ms Rozanne Botha				
	Ms Caroline Adams				
	Ms Sharief Moerat				
	Mr Ivan Henry Sendin				
	Mr William Henry van Wyk				
	Ms Clara Claasen				
	Mr Cecil Booysen				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
23	WARD COUNCILLOR	Yes	6	6	1
	Cllr WJ Naude				
	WARD COMMITTEE MEMBERS				
	Mr Sameul Andrews				
	Ms Batronesia Arendse				
	Mr Garth Botha				
	Ms Dawn Jacobs				
	Mr Patrick A Poggenpoel				
	Mr Attie E Rens				
	Ms Susan Rens				
	Mr Abdul M Richards				
	Ms Sharon E September				
	Ms Magda D Syfers				
24	WARD COUNCILLOR	Yes	7	7	2
	Cllr MM Adriaanse				
	WARD COMMITTEE MEMBERS				
	Mr Kervin Patrick Bowers				
	Ms Maureen Williams				
	Ms Brysina Kruger				
	Mr Jephtha Leibrandt				
	Ms Geraldine Gordon				
	Mr Barry van Wyk				
	Mr Michael Nathan				
	Mr Jessie Festus				
	Ms Marlene Cupido				
	Ms Elizabeth Windvogel				
25	WARD COUNCILLOR	Yes	6	6	2
	Cllr A Pietersen				
	WARD COMMITTEE MEMBERS				
	Mr Bernard Robert Jones				
	Ms Florintina Alida Groenewald				
	Ms Stienie Elizabeth De Kock				
	Mr James Stevans				
	Ms Carol Vanella Linee				
	Mr Winston Quinton Gewsind				
	Mr Christiaan van der Westhuizen				
	Mr Leon Diedericks				
	Mr Charles Petrus Jacobs				
	Ms Angeline Rhoda Roman				
26	WARD COUNCILLOR	Yes	10	10	4
	Cllr WF Philander				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	WARD COMMITTEE MEMBERS				
	Mr Angelo Watters				
	Mr Ephraim Samaai				
	Ms Rosina Jansen				
	Ms Claudine Rooks				
	Mr Marius van Sitters				
	Ms Joyce Kroutz				
	Ms Clarens Du Plessis				
	Ms Elenore Basson				
	Ms Maria Titus				
	Ms Joan Anderson				
27	WARD COUNCILLOR	Yes	8	8	3
	Cllr CJ Poole				
	WARD COMMITTEE MEMBERS				
	Mr Jonathan van Rooyen				
	Ms Doreen Kilowan				
	Ms Lorraine de Klerk				
	Ms Vanessa Booysen				
	Ms Whilemina Hendricks				
	Mr Henry Matthews				
	Mr Karools Isaacs				
	Ms Lynette Wessels				
	Ms Gwendelene Davids				
28	WARD COUNCILLOR	Yes	5	5	2
	Cllr RH van Nieuwenhuyzen				
	WARD COMMITTEE MEMBERS				
	Ms Marie E Conradie				
	Mr Zenzile Gcinisa				
	Mr Johnnie Swarts				
	Ms Margaret Waterboer				
	Ms Cecilia Mitchell				
	Mr Japhie H Arendse				
	Mr Andries Michells				
	Mr Eden Leon Davids				
	Mr John-Hilton Stevens				
	Ms Angelique Stevens				
29	WARD COUNCILLOR	Yes	7	7	3
	Cllr MDJ Smith				
	WARD COMMITTEE MEMBERS				
	Mr Turnel Abrahams				
	Ms Brenda Anne Albertus				
	Ms Getruida Smit				
	Mr Williams Moses				

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward Committee Members	Committee established Yes/No	Number of monthly Committee meetings held during the year	Number of Monthly Reports submitted to Speaker's Office on time	Number of quarterly public Ward Meetings held during the year
	Walters				
	Mr Jan Louw du Plessis				
	Mr Hendrik Filand				
	Mr Eugenie Wiggins				
	Mr Johannes Quinot				
30	WARD COUNCILLOR	Yes	9	9	2
	Cllr GJ Witbooi				
	WARD COMMITTEE MEMBERS				
	Ms Magrieta Marsh				
	Mr Ettiene Ernest Patience				
	Ms Suzette Nicolene Scholtz				
	Ms Levena Eleanor De Wee				
	Mr Christopher Stephen Joachims				
	Mr Arnold Arendse				
	Mr Derick William Brown				
	Mr George Charles				
	Mr Johannes Smit				
	Mr Petrus Andreas				
31	WARD COUNCILLOR	Yes	2	2	2
	Cllr JC Mchelm				
	WARD COMMITTEE MEMBERS				
	Ms Joan Adams				
	Mr Zandisile Killion Cekiso				
	Mr Mziwabantu Wilfred Cekiso				
	Ms Anne-licia Jacobs				
	Mr Brendan Koopman				
	Mr Klaas Nicky Robinson				
	Ms Amelia Robinson				
	Ms Dinah Smith				
	Ms Charmaine Van Rooyen				

Table 176: Functionality of Ward Committees

APPENDIX F: WARD INFORMATION

Ward Title: Ward Number				
Capital Projects: Seven largest 2012/2013 (Full list at Appendix N)				
No.	Project Name and Detail	Start date	End date	Total value
No capital projects allocated to a specific ward. Capital projects benefitted more than one ward. See Appendix N				

Table 177: Ward - Capital Projects

Basic Service Provision					
Detail	Water	Sanitation	Electricity	Refuse	Housing
Households with minimum service delivery	56,335	56,015	40,000 plus approx. 3,000 erven supplied by Eskom	43,200	
Households without minimum service delivery	3,431	3 431	16,000	378	
Total households*	59,766	59,446	59,776	43,578	
Houses completed in year					672
Shortfall in housing units					
*Including informal settlements					

Table 178: Basic Service Provision

Top four Service Delivery Priorities for Ward (Highest priority first)		
No.	Priority Name and detail	Progress during 2012/2013
1	Housing	672 Housing opportunities provided.
2	Electricity	810 households were electrified.
3	Skills Development	4 Training courses offered in Accounting, Basic Business, Basic Sewing, and Glazing.
4	Job creation	769 jobs opportunities created.

Table 179: Top four Service Delivery Priorities for Ward

APPENDIX G: RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE 2012/2013

Municipal Audit Committee Recommendations		
Date of Committee	Committee recommendations during 2012/2013	Recommendations adopted (Enter Yes); not adopted (provide explanation)
13 July 2012	-that Internal Audit and Risk Management restructuring and consequent capacitation be prioritised.	YES
	-that Municipality's Fraud and Risk Management Committee drives the implementation and practice of risk management within the Municipality.	YES

Municipal Audit Committee Recommendations		
Date of Committee	Committee recommendations during 2012/2013	Recommendations adopted (Enter Yes); not adopted (provide explanation)
	-that the finalisation of Performance Management Policy Framework should be expedited.	YES
	-that the Internal Audit Plan be amended to demonstrate the alignment of the priorities and per the Municipality's risk profile. That the audit plan takes into account the resource constraints within the audit unit.	YES
28 August 2012	-that Council priorities the capacitation of the Internal Audit Unit in order to increase the level of assurance provided. That Internal Audit provides staff productivity stats on a quarterly basis. That the Internal Audit Plan is reviewed by end of January 2013 to ensure focus of high priority areas.	YES
	-that Fraud and Risk Management Committee meet on a regular basis in order the influence progress on embedding the risk management within the Municipality. That FARMCO implements a process where management's responses to high risk areas and where controls are lacking is ensured.	YES
	-that the SDBIP report that is submitted to the Audit Committee should be the report of the preceding quarter. That management should implement necessary controls to ensure the credibility of the performance information submitted to the Audit Committee.	YES
	-that financial monitoring reports be emailed to AC members on a monthly basis. That financial monitoring reports be submitted to the AC on quarterly basis be reports of the preceding quarter and they be accompanied by a cash forecast report.	YES
30 March 2013	-that Internal Audit restructuring and consequent capacitation remains a priority.	YES
	-that clear timelines be set for the finalisation of job descriptions and the advertising and filling of the Internal Audit posts and lack of capacity has a direct impact on the level of assurance provided within the Municipality.	YES
	-that the finalisation and implementation of the Performance Management Policy Framework and the supporting standard operating procedures be prioritised. That management considers reviewing the manner in which the performance results of capital projects are calculated and reported as performance results should be based on % of work completed not on % of funds committed and spent. That management and supervisory reviews over portfolio of	YES

Municipal Audit Committee Recommendations		
Date of Committee	Committee recommendations during 2012/2013	Recommendations adopted (Enter Yes); not adopted (provide explanation)
	evidence supporting reported results by senior management should be improved.	
	-that the Debt Write-Off Policy be implemented to ensure that the Municipality addresses the issue of long outstanding debts. That the AC receives quarterly reports on the application of this policy. That the AC receive quarterly reports on the progress made with negotiations for external loans to fund long term capital and project expenditure as reported in the adjustments budget report for 2012/2013.	YES
	-that a concerted effort be made to ensure the completion of the 2012/2013 internal audit plan.	YES
	-that a quarterly report be submitted to the AC reflecting the status of matters currently under investigation to enable the AC to perform its oversight role on forensic matters.	YES
	-that management prioritise improvements to the internal control systems which will prevent the recurrence of the reported findings by the Auditor General.	YES
13 June 2013	- that capacitation of the Municipality's Internal Audit Unit should remain a priority and resources with the appropriate skill sets should be appointed to strengthen the unit.	YES
	-that the finalisation and implementation of the Performance Management Policy Framework and the supporting standard operating procedures be prioritised as a matter of urgency. That management improves the development of corrective actions recorded in the SDBIP. That management and supervisory reviews over portfolio of evidence supporting reported results by senior management should be improved to ensure the accuracy and completeness of the supporting evidence.	YES
	-that the Debt Write-Off Policy be implemented to ensure that the Municipality addresses the issue of long outstanding debts raised by the Auditor General in 2011/2012 financial year. That current debtors be managed to ensure timely recovery of outstanding amounts. That the AC receives quarterly reports on the progress of the debt collection and write-off initiatives. That management secures long term loans to finance capital expenditure timeously to prevent using	YES

Municipal Audit Committee Recommendations		
Date of Committee	Committee recommendations during 2012/2013	Recommendations adopted (Enter Yes); not adopted (provide explanation)
	short term funds on capital projects. That management provides quarterly cash flow projections to the AC.	
	-that management prioritise the corrective actions to the findings raised by Internal Audit in respect of the Contract Management as well as the Debt Management audits.	YES
	-that management enhances the report provided to the AC by indicating the nature of the cases investigated, monetary value per case and the dates of the cases first being reported. That management provides a brief progress status description per case to enable the AC to track progress on the resolution of forensic investigations.	YES
	-that management prioritise improvements to the internal control systems which will prevent the recurrence of the findings reported by the Auditor General.	YES

Table 180: Municipal Audit Committee Recommendations

APPENDIX H: LONG TERM CONTRACTS AND PUBLIC-PRIVATE PARTNERSHIPS

Long Term Contracts (20 Largest Contracts entered into 2012/2013)					
					R
Name of Service Provider (Entity or Municipal)	Description of service rendered by the Service Provider	Start date of contract	Expiry date of contract	Project Manager	Contract Value
Actom Electrical Products	Supply and installation of 11KV switchgear (Edison Street)	1 October 2012	30 June 2013	D Gabriels	2,123,987
Vakala Construction	Upgrading of streets and stormwater in New Rest – OR Tambo (Labour Intensive construction)	1 November 2012		C Lotz	2, 566, 144
Actom (pty)ltd Supreme Electrical Supplies	Supply & delivery of indoor ring main, metering and protection units (3,4 & 5 panels)	9 November 2012	30 June 2015	D Gabriels	Tendered Rates
Hydro-Tech Systems (pty)	Upgrading of raw water booster	1 December 2012	30 June 2013	A Kowaleswski	4, 114, 135

Long Term Contracts (20 Largest Contracts entered into 2012/2013)					
					R
Name of Service Provider (Entity or Municipal)	Description of service rendered by the Service Provider	Start date of contract	Expiry date of contract	Project Manager	Contract Value
ltd	pump at Ysterbrug, Paarl				
35 Service providers	Hiring of mechanical plant, trucks and other vehicles	15 January 2013	30 June 2013	W Niewoudt	8, 284, 599
Exeo Khokela Civil Engineering	Construction of Carolina Bulk sewer Pipeline (Phase 1)	15 January 2013	30 November 2013	A Kowaleswski	32, 306, 883
Securimed Responds Paarl AC Rottweiler	Provision of Security services for Drakenstein Municipal Area	1 January 2013	30 June 2015	U Johanneson	Tendered Rates
Vetasi (pty)ltd	Supply and Delivery of a Computerized Asset Management System	1 February 2013	30 June 2015	D Gabriels	6,093,293
Park Boulevard Trading 35 cc Industrial Poles & Masts (pty) ltd	Supply and Delivery of stell galvanised street light and transmission poles	1 February 2013	30 June 2015	D Gabriels	Tendered Rates
Broadway Hardware CC, Ithuba Industries, Sizwe paints Cape (pty)ltd	Supply and Delivery of Building Materials	16 February 2013	31 January 2015	L Koekemoer	Tendered Rates
Verso Financial Services (pty)ltd	Provision of Group Life Scheme	1 March 2013	28 February 2016	N Matalengwe	Tendered Rates
JVZ Construction/Va kala Construction JV	Construction of Carolina Bulk Sewer (Phase 2)	18 March 2013	31 January 2014	A Koweleswki	33, 540, 320
Inzuzu Trading 125 CC t/a Ikapa Manzi	Upgrading of Two Rugby Fields at Daljosaphat Sport Stadium	15 April 2013	30 June 2013	A Van der Merwe	1, 537, 748
Viking Pony African Pumps	Refurbishment of Victoria Water Pump Station and Pipework, Paarl (Phase 1)	1 May 2013	30 November 2013	A Koweleswki	4, 053, 312
Cape Rain CC Inzuzo Trading 125 CC t/a Ikapa Manzi	Irrigation Systems for play parks, municipal properties and sports facilities (1.	1 July 2013	31 March 2016	A Van der Merwe	Tendered Rates

Long Term Contracts (20 Largest Contracts entered into 2012/2013)					
R					
Name of Service Provider (Entity or Municipal)	Description of service rendered by the Service Provider	Start date of contract	Expiry date of contract	Project Manager	Contract Value
	Supply of material only, 2. Supply & installation of material)				
South African Post Office ltd Pay At (pty)ltd	Bill Payments & Receipting on behalf of Drakenstein Municipality at Third Party retail points	1 July 2013	30 June 2016	A Viola	Tendered Rates
Exeo Khokela	Construction of Internal Services for Siyahllala Phase 1 & 2: Fairyland (Extension of contract)	1 July 2013	30 June 2014	G Du Plessis	12,700,457
Jubelie Project Management (pty) ltd	Appointment of Professional Resource Team for top structure construction of Kingston Town, Kolbe & Lantana Streets, Siyahlla 1 & 2 and Fairyland	1 July 2013	30 June 2014	C Jacobs	5,135,749

Table 181: Long Term Contracts

Public Private Partnerships entered into 2012/2013					
R'000					
Name and description of project	Name of partner(s)	Initiation date	Expiry date	Project manager	Value 2012/2013
No PPP entered into during the year under review					

Table 182: Public Private Partnerships entered into 2012/2013

APPENDIX I: DISCLOSURES OF FINANCIAL INTEREST

Disclosures of Financial Interests		
Period 1 July 2012 to 30 June 2013		
Position	Name	Description of Financial Services (Nil/Or details)
(Executive) Mayor	<i>Cllr GMM Van Deventer</i>	Nil
Member of Executive Mayoral Committee		
Portfolio: Finance	GC Combrink	Nil
Portfolio: Planning & Economic Development	Dr MDJ Smith	Nil
Portfolio: Security and Disaster Management	R Smuts	Nil
Portfolio: Corporate Services	Le Ntlemeza	Nil
Portfolio: Social Services and Community Development	Dr ND Adams	Nil
Portfolio: Environmental Affairs, Open Spaces and Parks	Dr LM Du Toit	Le Bac Estates (PTY) Ltd with Province
Portfolio: Human Settlement and Housing	WF Philander	Nil
Portfolio: Public and Governmental Relations	EM Kearns	Nil
Portfolio: Infrastructure Services	JG Rademeyer	Nil
Portfolio: Sport, Culture and Youth matters	A Stowman	Nil
Councillor		
	MM Adriaanse	Nil
	AF Afrika	Nil
	CJJ Apollis	Nil
	MB Apollis	Nil
	RB Arnolds	Nil
	A Bekeer	Nil
	DS Blackenberg	Nil
	LE Bolani	Nil
	AML Buckle	Nil

Disclosures of Financial Interests		
Period 1 July 2012 to 30 June 2013		
Position	Name	Description of Financial Services (Nil/Or details)
	FP Cupido	Nil
	PB Cupido	Did not return form
	LN Daries	Nil
	CO Davids	Nil
	SW Davids	Nil
	AHP De Beer	Did not return form
	HR De Goede	Nil
	J De Wet	Nil
	E Gouws	Nil
	ZL Gwada	Nil
	V Hlati	Nil
	C Kearns	Nil
	Z Kem	Did not return form
	RA Koegelenberg	Nil
	DA Kotze	Nil
	L Landu	Nil
	JF Le Roux	Nil
	SE Lumko	Nil
	LM Magala	Nil
	TC Mangena	Nil
	J Matthee	Nil
	V Mbubu	Nil
	JC Mchelm	Nil
	MC Msolo	Nil
	N Mtiki	Nil
	WJ Naude	Nil

Disclosures of Financial Interests		
Period 1 July 2012 to 30 June 2013		
Position	Name	Description of Financial Services (Nil/Or details)
	LW Niehaus	Nil
	M Paliso	Nil
	A Pietersen	Nil
	CJ Poole	Nil
	SC Rens	Nil
	CS Ross	Nil
	S Ross	Nil
	K Sheldon	Nil
	WE Smit	Nil
	TE Somgqeza	Nil
	MA Tshaya	Nil
	C Van Der Westhuizen	Nil
	RH Van Nieuwenhuyzen	Nil
	H Von Schlicht	Nil
	GJ Witbooi	Nil
Municipal Manager	<i>Mr JF Mettler</i>	Nil
Chief Financial Officer	<i>Mr J Carstens</i>	Nil
Deputy MM and (Executive) Directors		
	Corporate Services: <i>Ms A De Beer</i>	Nil
	Planning Services: <i>Mr A Adam</i>	Nil
Other S57 Officials	N/A	
<i>*Financial interests to be disclosed even if they incurred for only part of the year.</i>		

Table 183: Disclosures of Financial Interests

APPENDIX J: REVENUE COLLECTION PERFORMANCE BY VOTE AND BY SOURCE

APPENDIX J (I): REVENUE COLLECTION PERFORMANCE BY VOTE

Revenue Collection Performance by vote						
R'000						
Vote Description	2011/2012	Current Year 2012/2013			2012/2013 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
Executive and Council	6,188	7,753	7,629	9,431	22%	24%
Budget and Treasury Office	175,643	202,214	211,325	203,864	1%	(4%)
Corporate Services	1,800	5,034	3,134	8,856	76%	183%
Comm. and Social Services	7,139	3,695	3,870	3,772	2%	(3%)
Sports and Recreation	2,650	2,343	2,809	2,443	4%	(13%)
Public Safety	14,895	19,114	15,782	16,607	(13%)	5%
Housing	62,021	82,385	76,598	88,877	8%	16%
Health	3	2	1	1	(41%)	15%
Planning and Development	3,149	5,276	4,978	3,979	(25%)	(20%)
Road Transport	2,168	3,985	4,198	2,933	(26%)	(30%)
Electricity	602,238	723,443	688,764	709,118	(2%)	3%
Water	117,021	138,687	120,900	129,526	(7%)	7%
Waste Water Management/Sewerage	97,939	98,220	94,557	95,190	(3%)	1%
Waste Management & Solid Waste	70,471	80,411	75,580	77,092	(4%)	2%
Total revenue by vote	1,163,324	1,372,562	1,310,125	1,351,690	(2%)	3%

Table 184: Revenue Collection Performance by vote

APPENDIX J (II): REVENUE COLLECTION PERFORMANCE BY SOURCE

Revenue Collection Performance by Source						
R`000						
Description	2011/2012	2012/2012			2012/2013 Variance	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
Property rates	165,732	186,798	180,427	178,298	(5%)	(1%)
Property rates – penalties and collection changes	1,207	2,000	1,332	1,471	(26%)	10%
Service Charges – electricity revenue	573,023	679,950	662,532	681,852	0%	3%
Service Charges – water revenue	89,029	116,561	100,767	105,465	(10%)	5%
Service Charges – sanitation revenue	38,604	42,490	39,976	38,904	(8%)	(3%)
Service Charges – refuse revenue	54,521	59,653	59,198	58,426	(2%)	(1%)
Service Charges – other	-	-	-	-	-	-
Rentals of facilities and equipment	18,774	19,465	18,467	18,991	(2%)	3%
Interest earned – external investments	5,388	6,276	6,165	6,121	(2%)	(1%)
Interest earned – outstanding debtors	9,064	9,652	10,036	10,922	13%	9%
Dividends received	-	-	-	-	-	-
Fines	4,616	7,278	4,508	4,971	(32%)	10%
Licenses and permits	10,134	11,761	11,266	11,572	(2%)	3%
Agency services	-	-	-	-	-	-
Transfers recognised – operational	128,490	149,373	135,164	142,884	(4%)	6%
Other revenue	15,139	28,832	23,524	35,182	22%	50%
Gains on disposal of PPE	1,329	4,000	-	-	-	-
Total revenue (excluding capital transfers and contributions)	1,115,050	1,324,091	1,253,363	1,295,059	(2%)	3%

Table 185: Revenue Collection Performance by Source

APPENDIX K: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG

Conditional Grants: excluding MIG						
Details	Budget	Adjustment Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjustment Budget	
Neighbourhood Development Partnership Grant	Not applicable	-	-	0%	0%	-
Public Transport Infrastructure and Systems Grant	Not applicable	-	-	0%	0%	-
Other Specify:	R 5,000,000	R 500,000,000	R 4,946,138	1.0%	1.0%	-
Total	R 5,000,000	R 500,000,000	R 4,946,138	1.0%	1.0%	-

Table 186: Conditional Grants excluding MIG

APPENDIX L: CAPITAL EXPENDITURE – NEW AND UPGRADE/RENEWAL PROGRAMMES

APPENDIX L(I): CAPITAL EXPENDITURE – NEW ASSETS PROGRAMME

Capital Expenditure							
R`000							
Description	2011/2012	2012/2013					
	Actual	Original Budget	Adjustment Budget (after virements)	Actual Expenditure	FY + 1	FY + 2	FY + 3
Capital expenditure by Asset Class							
Infrastructure Total	224,005	219,728	190,299	190,865	150,769	161,518	177,099
Infrastructure: Road transport – Total	21,807	23,713	17,397	26,956	18,320	16,730	10,103
Roads pavement and bridges	21,807	23,713	17,397	26,956	15,820	13,930	6,903
Storm water	-	-	-	-	2,500	2,800	3,200
Infrastructure: Electricity – Total	17,359	29,885	33,417	25,140	18,378	13,946	31,648
Generation	-	-	-	-	-	-	-
Transmission and Reticulation	17,359	29,885	33,417	25,140	18,378	13,946	31,648
Street lighting	-	-	-	-	-	-	-
Infrastructure: Water – Total	51,134	41,960	38,417	37,835	34,454	60,768	56,926
Dams and Reservoir	4,834	-	-	-	-	-	-
Water purification	-	-	-	-	-	-	-

Capital Expenditure							
R`000							
Description	2011/2012	2012/2013					
		Planned Capital Expenditure					
	Actual	Original Budget	Adjustment Budget (after virements)	Actual Expenditure	FY + 1	FY + 2	FY + 3
Reticulation	46,300	41,960	38,417	37,835	34,454	60,768	56,926
Infrastructure: Sanitation - Total	133,705	118,220	95,171	100,934	79,617	70,074	78,422
Reticulation	-	-	-	-	-	-	-
Sewerage purification	133,705	118,220	95,171	100,934	79,617	70,074	78,422
Infrastructure: Other - total	-	5,950	5,896	-	-	-	-
Waste Management	-	5,950	5,896	-	-	-	-
Transportation	-	-	-	-	-	-	-
Gas	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Community Total	19,531	14,393	15,004	12,019	12,498	15,135	16,633
Parks and gardens	1,006	1,021	,494	7,618	-	-	-
Sportsfields and stadia	-	5,184	5,271	-	2,500	2,400	2,300
Swimming pools	-	-	-	-	-	-	-
Community Halls	-	-	-	-	-	-	-
Libraries	5,295	,652	1,303	,896	,889	1,330	1,572
Recreational facilities	11,370	1,885	1,382	3,505	7,959	10,226	11,501
Fire safety and emergency	-	-	,27	-	,50	,80	,60
Security and policing	-	-	,2	-	-	-	-
Capital Expenditure							
R`000							
Description	2011/2012	2012/2013					
		Planned Capital Expenditure					
	Actual	Original Budget	Adjustment Budget (after virements)	Actual Expenditure	FY + 1	FY + 2	FY + 3
Busses	-	-	-	-	-	-	-
Clinics	-	-	-	-	-	-	-
Museums and Art Galleries	-	-	-	-	-	-	-
Cemeteries	-	5,651	6,451	-	-	-	-
Social rental housing	-	-	,74	-	1,100	1,100	1,200
Other	1,860	-	-	-	-	-	-
Capital expenditure by Asset Class	-	-	-	-	-	-	-
Heritage assets - Total	-	-	-	-	-	-	-
Buildings	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Investments properties - Total	-	-	-	-	-	-	-

Capital Expenditure							
R`000							
Description	2011/2012	2012/2013					
	Actual	Original Budget	Adjustment Budget (after virements)	Actual Expenditure	Planned Capital Expenditure		
					FY + 1	FY + 2	FY + 3
Housing development	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Other assets	25,533	43,532	42,464	27,943	24,092	28,489	26,818
General vehicles	7,887	8,165	7,461	7,747	2,800	3,200	3,500
Specialised vehicles	-	-	-	1,440	-	-	-
Plant and equipment	,311	6,533	6,787	2,573	-	-	-
Computers – hardware/equipment	2,517	4,565	4,376	5,596	2,100	2,320	2,400
Furniture and other office equipment	4,737	3,392	2,683	1,210	1,500	1,800	1,600
Abattoirs	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-
Civic Land and Buildings	2,009	4,926	3,997	9,377	4,500	4,200	2,500
Other buildings	8,072	,900	1,060	-	,320	1,600	,100
Other land	-	15,051	16,099	-	12,872	15,369	16,718
Surplus Assets – (Investment or inventory)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Agriculture assets	-	-	-	-	-	-	-
List subclass	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Biological assets	-	-	-	-	-	-	-
Lists subclass	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Capital Expenditure							
R`000							
Description	2011/2012	2012/2013					
	Actual	Original Budget	Adjustment Budget (after virements)	Actual Expenditure	Planned Capital Expenditure		
					FY + 1	FY + 2	FY + 3
Intangibles	3,076	-	(,978)	4,387	-	-	-
Computers – software and programming	3,076	-	(978)	4,387	-	-	-
Other (list subclass)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total Capital Expenditure on assets	272,145	277,653	246,788	235,214	187,360	205,142	220,549

Table 187: Capital Expenditure - New Assets Programme

Capital Expenditure – Upgrade/Renewal Programme*							
R'000							
Description	2011/2012	2012/2013			Planned Capital Expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
<u>Capital expenditure by Asset Class</u>	-	-	-	-	-	-	-
<u>Infrastructure Total</u>	-	-	-	-	-	-	-
<u>Infrastructure: Road transport – Total</u>	-	-	-	-	-	-	-
Roads, pavement and bridges	-	-	-	-	-	-	-
Storm water	-	-	-	-	-	-	-
<u>Infrastructure: Electricity – Total</u>	-	-	-	-	-	-	-
Generation	-	-	-	-	-	-	-
Transmission and Reticulation	-	-	-	-	-	-	-
Street lighting	-	-	-	-	-	-	-
<u>Infrastructure: Water – Total</u>	-	-	-	-	-	-	-
Dams and Reservoir	-	-	-	-	-	-	-
Water purification	-	-	-	-	-	-	-
Reticulation	-	-	-	-	-	-	-
<u>Infrastructure: Sanitation – Total</u>	-	-	-	-	-	-	-
Reticulation	-	-	-	-	-	-	-
Sewerage purification	-	-	-	-	-	-	-
<u>Infrastructure: Other – total</u>	-	-	-	-	-	-	-
Waste Management	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-
Gas	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<u>Community Total</u>	-	-	-	-	-	-	-
Parks and gardens	-	-	-	-	-	-	-
Sportsfields and stadia	-	-	-	-	-	-	-
Swimming pools	-	-	-	-	-	-	-
Community Halls	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-
Recreational facilities	-	-	-	-	-	-	-
Fire, safety and emergency	-	-	-	-	-	-	-
Security and policing	-	-	-	-	-	-	-
Busses	-	-	-	-	-	-	-
Clinics	-	-	-	-	-	-	-
Museums and Art Galleries	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-
Social rental housing	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<u>Capital expenditure by Asset Class</u>	-	-	-	-	-	-	-
<u>Heritage assets – Total</u>	-	-	-	-	-	-	-
Buildings	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<u>Investments properties –</u>	-	-	-	-	-	-	-

Capital Expenditure – Upgrade/Renewal Programme*							
							R'000
Description	2011/2012	2012/2013			Planned Capital Expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
<u>Total</u>							
Housing development	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
		-	-	-	-	-	-
<u>Other assets</u>	-	-	-	-	-	-	-
General vehicles	-	-	-	-	-	-	-
Specialised vehicles	-	-	-	-	-	-	-
Plant and equipment	-	-	-	-	-	-	-
Computers – hardware/equipment	-	-	-	-	-	-	-
Furniture and other office equipment	-	-	-	-	-	-	-
Abattoirs	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-
Civic Land and Buildings	-	-	-	-	-	-	-
Other buildings	-	-	-				
Other land	-	-	-				
Surplus Assets – (Investment or inventory)	-	-	-	-	-	-	-
				-	-	-	-
<u>Agriculture assets</u>	-	-	-	-	-	-	-
List sub-class	-	-	-	-	-	-	-
				-	-	-	-
<u>Biological assets</u>	-	-	-	-	-	-	-
Lists sub-class	-	-	-	-	-	-	-
				-	-	-	-
<u>Intangibles</u>	-	-	-	-	-	-	-
Computers – software and programming	-	-	-	-	-	-	-
Other (list sub-class)	-	-	-	-	-	-	-
				-	-	-	-
Total Capital Expenditure on new assets	-	-	-	-	-	-	-
<u>Specialised vehicles</u>	-	-	-	-	-	-	-
Refuse	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-
Conservancy	-	-	-	-	-	-	-
Ambulances	-	-	-	-	-	-	-

**The financial information for this table is included in Table 181 above.*

Table 188: Capital Expenditure - Upgrade/Renewal Programme

APPENDIX M: CAPITAL PROGRAMME BY PROJECT 2012/2013

Capital Programme by Project 2012/2013					
Capital Project	Original Budget	Adjustment Budget	Actual	Variance (Act - Adj) %	Variance (Act - OB) %
Water					
Replace / Upgrade Water Reticulation System	4,000,000	4,000,000	4,000,000	100%	100%
Upgrade Bulk Water Pipe Line (Withoogte / Welvanpas) WTW	3,000,000	3,000,000	3,000,000	100%	100%
New 3 ML Reservoir: Welvanpas	5,000,000	5,000,000	5,000,000	100%	100%
Sanitation/Sewerage					
Replace / Upgrade Sewerage Systems	2,500,000	2,500,000	2,500,000	100%	100%
New Bulk Sewer: Wesbank	6,000,000	6,000,000	6,000,000	100%	100%
Upgrade and Extensions To Paarl WWTW	3,250,000	3,250,000	3,250,000	100%	100%
Electricity					
Network Upgrading: HV & MV (Backlogs)	1,800,000	1,800,000	1,368,813	76.05%	76.05%
Network Extension: HV & MV (Backlogs)	9,500,000	9,500,000	8,587,986	90.40%	90.40%
Network Extension: HV & MV	1,500,000	1,500,000	1,470,483	98.03%	98.03%
Housing					
Upgrading Own Rental Stock	1,200,000	1,276,429	1,223,999	95.89%	95.89%
ICT Equipment: Security System Access Control	60,000	60,000	50,736	84.56%	84.56%
Land Acquisition & Bulk Services	8,500,000	8,500,000	5,055,374	59.47%	59.47%
Refuse Removal					
Upgrade Recycling / Transfer Stations (Paarl)	500,000	500,000	582,733	116.55%	116.55%
General Equipment	100,000	100,000	164,356	164.36%	164.36%
Refuse Containers	200,000	200,000	233,137	116.57%	116.57%

Capital Programme by Project 2012/2013					
Capital Project	Original Budget	Adjustment Budget	Actual	Variance (Act - Adj) %	Variance (Act - OB) %
(Wheely / Pole Bins)					
Economic Development					
Conference Room :1X Data Projector	8,000	13,000	10,762	82.79%	134.53%
Intangible Assets: Autocad Licences (New and Upgrade) x 8	80,000	95,000	87,014	91.59%	108.77%
ICT Equipment: Computer Hardware: Storage	80,000	65,000	44,100	67.85%	55.13%
Sports, Art and Culture					
Develop Of Gardens At Municipal Building	60,000	60,000	58,586	97.64%	97.64%
Tourism Focus Points	55,000	55,000	53,939	98.07%	98.07%
Playground Development	275,000	275,000	273,951	99.62%	99.62%
Executive and Council					
ICT Equipment: Computers	250,000	250,000	244,246	97.70%	97.70%
Refurbishment of Arendsnes Building	500,000	500,000	494,519	98.90%	98.90%
Informal Trading Structures: Drakenstein	200,000	200,000	175,400	87.7%	87.7%
Health					
Radio Equipment: Radios	8,000	0	0	0%	0%
Tools & Equipment: Fogger	15,000	23,000	20,000	86.96%	133.33%
Buildings: Upgrade Toilet facilities	160,000	100,000	68,325	68.33%	42.70%
Safety and Security					
General Equipment	25,000	25,000	18,971	75.89%	75.89%
Buildings: Upgrading of Traffic Building	50,000	50,000	53,328	107.66%	107.66%
Upgrade Mbekweni Fire	60,000	63,000	49,190	78.08%	81.93%

Capital Programme by Project 2012/2013					
Capital Project	Original Budget	Adjustment Budget	Actual	Variance (Act – Adj) %	Variance (Act – OB) %
Training Centre					
Corporate Services					
ICT Equipment: Computer Related (New and Replacements)	540,000	540,000	482,810	89.41%	89.41%
Intangible Assets: Software and Licences	1,500,000	1,950,000	1,560,904	80.05%	104.06%
Buildings: Upgrade Lease Properties	600,000	600,000	587,891	97.98%	97.98%
Budget and Treasury Office					
ICT Equipment: Computers	250,000	250,000	240,230	96.09%	96.09%
Buildings: Upgrading of Offices (1st Floor)	300,000	246,000	213,481	86.78%	71.16%
Buildings: Upgrading of Stores	100,000	100,000	10,910	10.91%	10.91%
Community and Social Services					
Multi-Purpose Centre Paarl East	100,000	100,000	77,907	77.91%	77.91%
Multi-Purpose Centre Paarl East	800,000	962,659	667,039	69.29%	83.38%
Develop of New Cemetery	2,500,000	2,500,000	2,480,945	99.24%	99.24%

Table 189: Capital Programme by Project 2012/2013

APPENDIX N: CAPITAL PROGRAMME BY PROJECT BY WARD 2012/2103

Capital Programme by Project by Ward 2012/2013*		
Capital Programme	Wards) affected	Works completed (Yes/No)
Water		
Water Supply to Newton / Mbekweni	All	Yes
Replace / Upgrade Water Reticulation System	All	Yes
Wellington WDM Projects	All	Yes
Sanitation/Sewerage		
Upgrade Bulk Sewer: Southern Paarl	All	Yes
Upgrade Bulk Sewer: Carolina to Amstelhof	All	Yes
Wellington WWTW: Rehabilitation & Extension	All	Yes
Electricity		
Office Furniture & Equipment	All	Yes
New Metered Intake Substation from Eskom Supply	13,14,21,22,23,24,25,26,27	Yes
Public Lighting (Backlogs)	All	Yes
Housing		
ICT Equipment: Colour Printer	All	Yes
Beautification Of Terrain	All	Yes
Radio Equipment: 2-Way Motorola Radios	All	Yes
Refuse Removal		
Waste Minimisation Projects	All	Yes
Upgrade Drop-Offs Areas	All	Yes
Security Fencing: Hermon, Saron and Gouda	All	Yes
Budget and Treasury Office		
Office Equipment: Calculators x 6	All	Yes
Office Furniture & Equipment: Conference Chairs x 4	All	Yes
Office Equipment: Filing Cabinets x 4	All	Yes
Economic Development		
Buildings: Office Alterations: Market Street	All	Yes
ICT Equipment: Screen & Data Projector	All	Yes

Capital Programme by Project by Ward 2012/2013*		
Capital Programme	Wards) affected	Works completed (Yes/No)
ICT Equipment: Sound System: Conference Room	All	Yes
Sports, Art and Culture		
Develop of Gardens at Municipal Building	All	Yes
Buildings: Upgrade Staff Facilities at Depots	All	Yes
Playground Equipment for Parks	All	Yes
Road and Transport		
Proclaimed and Main Roads Upgrades	All	Yes
Traffic Calming (Drakenstein)	All	Yes
Proclaimed and Main Roads Upgrades	All	Yes
Executive and Council		
Office Equipment	All	Yes
Replacement Of Carpets/Blinds	All	Yes
Alterations: Council Chamber	All	Yes
Corporate Services		
Office Furniture & Equipment	All	Yes
Intangible Assets: Design Software	All	Yes
ICT Equipment: Communication Equipment	All	Yes
Community and Social Services		
Office Furniture & Equipment	All	Yes
Office Furniture & Equipment: Shelving	All	Yes
Drakenstein: New Street Lighting	All	Yes
Safety and Security		
General Equipment: Abseiling Rescue	All	Yes
Office Equipment: TV Sets	All	Yes
Office Equipment: Microwave (Paarl Station)	All	Yes

Table 190: Capital Programme by Project by Ward 2012/2013

APPENDIX O: SERVICE CONNECTION BACKLOGS AT SCHOOLS AND CLINICS

Service Backlogs: Schools and Clinics				
Establishments lacking basic services	Water	Sanitation	Electricity	Solid Waste Collection
Schools (Names, location's)				
N/A				
Clinics (Names, Locations)				
N/A				

Table 191: Service Backlogs - Schools and Clinics

APPENDIX P: SERVICE BACKLOGS EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION

Service backlogs experienced by the community where another sphere of Government is the service provider (where the municipality whether or not act on agency basis)		
Service and locations	Scale of backlogs	Impact of backlogs
Clinics:		
General health services - Gouda	The facility is too small and is located in semi-detached house.	Facility inadequate to serve all the people who require services and not conducive for dispensary services
General Health service – Windmeul - Paarl	The facility is too small and cannot serve all the needs of the people in this rural farming area. No Doctor. Only referrals from general health nurse.	Facility inadequate to serve all the people who require services and not conducive for dispensary services
Mbekweni CDC Center Mbekweni	The facility is too small and cannot serve all the needs of the people who require general health services.	Facility inadequate to serve all the people who require services and not conducive for dispensary services
Soetendal Clinic - Wellington	The facility is too small and cannot serve all the needs of the people who require general health services.	Facility inadequate to serve all the people who require services and not conducive for dispensary services
Housing:		
	37,890	Increase in the erection of illegal structures .Overcrowding in Municipal rental stock. Scarcity of well- located land. Insufficient funding. Increase of evictions. Cause serious social problems.
Licensing and Testing Centre:		
N/A		
Reservoirs:		
N/A		
Schools (Primary and High):		
N/A		
Sport fields:		

Sport Facility in Fairyland	Three new housing developments were developed the last 5 years. No additional facilities were constructed for these developments.	Currently only one soccer field available for the following suburbs: Groenheuwel, Fairyland, Smarty town, Drommedaris development. These clubs must travel long distances to practice and play their matches.
Soccer fields at Weltevrede Sport Complex	Currently there is only one soccer field for all the soccer clubs in Wellington.	Impossible for all the clubs in Wellington to play and practice on one field.

Table 192: Service backlogs experienced by the community where another sphere of Government is the service provider

APPENDIX: Q: DECLARATION OF LOANS AND GRANTS MADE BY THE MUNICIPALITY

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
Aandblom Service Centre for the Elderly	Educational tour for the Elderly	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Awesome Ministries	Gospel Extravaganza	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Badisa Saron Community Services	HIV/Aids Awareness Programme	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Cancer Association of South Africa	Assistance to persons with cancer	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Chicago Centre for the Elderly	Elderly – purchase of material for needlework	Signing of an agreement – submission of financial report by	R2,300	

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
		end of Financial Year		
Child Welfare South Africa – Paarl	Assistance to Crèche and Aftercare Centre	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Drakenstein Judo Club	Tournament – payment of hall, purchase medals and medical assistance	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Elshaddai Community Centre	Feeding Scheme / Soup kitchen	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Future Star Daycare Centre	Upgrading of centre. Purchase of educational toys and games	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Good Hope Psychological Service	Psychiatric Support Group	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Graceland Arts Ministry	Purchase music instruments to teach children music and drama	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Help and Healthy Feeding Scheme	Purchase food and clothes for the children	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Kathy's Educare and Pre-Primary	Provide programs in literacy,	Signing of an agreement –	R2,300	

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
	numeracy, sports, music, dance and HIV/Aids awareness	submission of financial report by end of Financial Year		
Keep the Dream 285	Screening of film "Draaikolk" in different areas of Drakenstein	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Kiddies Garden Crèche	Educational toys and mats	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Kids Only Daycare Centre	Purchase mats, blankets and mattresses	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Kuyasa Sewing Project	Repair and purchase machines, equipment and accessories	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Langabuya Educare Centre	Outdoor Play Equipment	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Ligstraal School for LSEN	Sustain the sports programme by purchasing proper equipment and clothing	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Mamzana After School Care Programme	Purchase educational and office equipment	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
Masindezama Community Development Project	Cleaning equipment, safety clothing, tools and hiring of trailer	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Men's Vision of South Africa	Launch the organisation, establish more youth activities and create jobs for the unemployed	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Miqlat NPC (Bowry House Community Health)	Upgrading of kitchen at Bowry House	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Miqlat NPC (Homeless Care)	Development of database of all the homeless people in Paarl. Purchase of tools for garden service	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Miqlat NPC (Tiffany Community Centre)	Children's Educational toys	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Monte Christo Ministries	Sporting Equipment, soccer and rugby balls	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Ncebakaza Disabled Crèche	Installation of burglar gates at crèche	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Newton Service Centre for the Elderly	Feeding scheme for the Elderly. For physical exercises.	Signing of an agreement – submission of financial report by	R2,300	

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
		end of Financial Year		
Paarl Huguenot Tennis Club	Provision of rackets, clothing and tennis balls. Training of volunteer teachers	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Paulus Joubert Secondary School	Establishment of a gym at the school	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Percy Bilton Service Centre (Badisa)	Purchase of material for craft work	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Rise and Shine After School Project	Educational material, maintenance and training workshops	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Rusthof Old Age Home	Purchase of wheelchairs	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Saron Disabled Organisations	Marketing of projects	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Siyahluma Development Project	Preparations for Concert and Art Festival on 21 – 24 March 2013	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Siyakhula Daycare	Purchase of paint, office desk and	Signing of an agreement –	R2,300	

Declaration of loans and grants made by the municipality 2012/2013				
All organisation or person in receipt of Loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2012/2013	Total amount committed over previous and future years
	cabinet	submission of financial report by end of Financial Year		
United Dutch Reformed Church (Youth Brigade)	Music instruments and uniform for the Youth Brigade	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Vukukhanya Educare Centre	Purchase of Educational equipment and material	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Vuzokuhle Educare Centre	Purchase of educational equipment and material	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Wellington Society for the Elderly	Transport of Elderly. Purchase of items for Home Base Care of Elderly.	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Woelwater Creche	Construction of own crèche	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
Young Gardens Rugby Football Club	Anti-Drug Programme	Signing of an agreement – submission of financial report by end of Financial Year	R2,300	
<i>*Loans/Grants – whether in cash or in kind</i>				

Table 193: Declaration of loans and grants made by the municipality 2012/2013

APPENDIX R: DECLARATION OF RETURNS NOT MADE IN DUE TIME UNDER MFMA S71

MFMA Section 71 returns not made during 2012/2013 according to reporting requirements	
Return	Reason Return has not been properly made on due date
MFMA Competency Level	Different format
Asset Management	
Cash Flow Audited	
Borrowing Monitoring Q1	
MFMA Long Term Contracts Q1	Return was rejected by the data base
MFMA Municipal Entity	
Borrowing Monitoring Q2	
MFMA Long Term Contracts Q2	Return was rejected by the data base
Finance Management Grant M08	
Finance Management Grant M09	
MFMA Long Term Contracts Q3	Return was rejected by the data base
Finance Management Grant M10	
Finance Management Grant M11	

Table 194: MFMA S71 returns not made during 2012/2013 according to reporting requirements

APPENDIX S: PRESIDENTIAL OUTCOME FOR LOCAL GOVERNMENT

Presidential outcome for Local Government		
Outcome/Output	Progress to date	Number or percentage achieved
Output: Improving access to basic services	All formal households have access to basic services.	100%
	Informal households are assessed on an annual basis and rectified the following year.	(average) 70%
Output: implementation of the Community Work Programme		
EPWP: Environmental and Infrastructure Improvement Project (Solid Waste Management Project).	487 people were employed for a period of 6 months over five projects.	Difficult to quantify but the objective is to expose as much unemployed people through the programme.
The Community Works Programme functions in the Municipality, but is managed on behalf of National Government by an external service provider	586 people were employed with the help of the Municipality. This is 86 more than the target which the Municipality set for itself.	This cannot be quantified
Output: Deepen democracy through a refined Ward Committee Model		
All Ward Committees are functional.	Regular ward meetings are being facilitated by the Ward Cllr. Consequently, regular reports to this effect are being submitted to the Speaker and Council.	143 of meetings held during
Output: Administrative and financial capability		
Debt Collection and Indigent Support Policy as well as an Writing Off of Irrecoverable Debt Policy were reviewed.	These policies were approved by Council to ensure that consumers who are struggling financially can be accommodated without severe negative effects to the Municipality.	98.2% debt collection rate for 2012/2013.

Table 195: Presidential outcome for Local Government

VOLUME I: ANNUAL AUDITED FINANCIAL STATEMENTS 2012/2013

VOLUME II: REPORT OF THE AUDITOR GENERAL 2012/2013

VOLUME III: AUDIT OUTCOME IMPROVEMENT PLAN

VOLUME IV: REPORT OF THE AUDIT COMMITTEE 2012/2013

VOLUME V: ANNUAL PERFORMANCE REPORT 2012/2013